

# POSITION DESCRIPTION

City of Monett

Monjob86

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**JOB TITLE:** Narcotics Investigator

**DEPARTMENT:** Police

**SALARY RANGE:** Payroll – Level 8

**IMMEDIATE SUPERVISOR:** Police Lieutenant

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## ESSENTIAL FUNCTIONS

- I. Drug and Criminal Investigation Activities 60% of Time
- A. Receives notification of a criminal incident, makes an assessment of the most appropriate response. Gathers needed equipment and supplies assuring for professionalism and timeliness.
  - B. Procurement of witnesses and conducts interviews of witnesses, victims, and other appropriate persons assuring professionalism.
  - C. Interviews suspects to obtain facts assuring for compliance with all applicable laws and rules.
  - D. Generates and distributes appropriate reports and documentation assuring for accuracy and timeliness.
  - E. Completes any required follow-up assuring for thoroughness.
  - F. Appears in court and provides testimony in relevant cases assuring that the facts and other matters are presented professionally and thoroughly.
  - G. Coordinates and interacts with other agencies as needed.
  - H. Acts accordingly with different street cultures assuring for the safety of all officers in the operation.
  - I. Maintain intelligence of all street activities, drugs, cultures assuring for safety and productivity.

- J. Responds to requests from immediate superior in an accurate, complete crime and timely manner.
- K. Maintain intelligence files in all cases assuring for accuracy and confidentiality.

II. Evidence and Crime Scene Activities 20 % of Time

- A. Collects pertinent evidence at the crime scene. Logs and places evidence into the evidence locker assuring for the preservation of evidence and for accuracy and timeliness.
- B. Prepares evidence for the lab assuring for safety and for compliance with applicable policies and procedures.
- C. Regularly assures the delivery of evidence to the lab.
- D. Takes crime scene photographs assuring that the photos accurately depicts the crime scene.
- E. Maintains an awareness of the special handling requirements of certain crime scene evidence
- F. Dismantle Meth Labs and secures crime scenes for other agencies when applicable assuring that all regulations are followed. Does required follow-up regarding transport of chemicals, assuring for safety and that all policies and regulations are followed.

III. Misc and PR Related Activities 20 % of Time

- A. Receives and responds appropriately to drug related calls and/or complaints from citizens, victims, witnesses and others regarding police matters assuring for professionalism and courtesy.
- B. Provides drug-related programs and other public speaking engagements as requested assuring for the best possible PR for the city.
- C. Maintains current training and continued education for certification.

D. Assist Patrol Division, upon request.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

### **WORK ENVIRONMENT**

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Extreme exposure to weather and temperature extremes.
- ◆ Extreme exposure to chemicals and fumes.
- ◆ Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

### **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 150 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School Diploma or equivalent.
- ◆ Valid Missouri Driver's License.
- ◆ Completed basic law enforcement academy training.
- ◆ Must be 21 years of age, U.S. citizen.
- ◆ Non-convicted felon.
- ◆ Five years or more of police experience.
- ◆ Two Hundred hours of specialized training in criminal investigation.

## **MENTAL EFFORT**

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

## **COMMUNICATION**

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch