



Position Description

Job Title	Narcotics Investigator
Department	Police
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for all aspects of police protection and related activities, crime prevention, criminal investigation and the protection of public property. This position is specifically assigned to the investigation of illegal drug activity and associated crimes. This position requires a four year commitment at the department's discretion, with the possibility of additional years based on performance of job duties.

Supervision

Received	Detective Sergeant, Captain and Chief of Police
Exercised	None

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Act as the department's primary liaison to the Central Wisconsin Drug Task Force and assist partner agencies in their investigations.
- Investigate suspected drug activity and follow up on tips, developing probable cause for application and execution of search warrants.
- Perform investigations in an undercover capacity, as necessary, to investigate illegal drug activity and gather intelligence.
- Cultivate and effectively utilize confidential informants (CI's).
- Locate, question and take statements from victims, witnesses, suspects and informants.

- Orchestrate “controlled buy” plans and associated documentation.
- Apply sound investigative techniques to include identification, handling, and preservation of digital and physical evidence.
- Work with the District Attorney’s Office to draft search warrants and consult on CI activity.
- Keep detailed records and promptly execute all required reports according to department policy.
- Flexibility on scheduling and work hours to help reduce overtime.
- Ability to work effectively as a team member. At times this position will be working with local, state, and federal agencies.
- Prepare written documentation and communicate police action in testimony to criminal and civil court proceedings.
- Responsible for maintenance and accounting of department’s “Covert Operation Funds.”

Other Job Functions

- Performs related duties as assigned by supervisor.

Requirements of Work

Graduation from an accredited college or university with an Associate’s Degree in Criminal Justice or Police Science, plus at least 1 year of full-time police experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • The principles and practices of modern police administration, organization, management and supervision. • Laws, rules, regulations, policies and procedures pertaining to law enforcement and the ability to interpret and apply them. • Department rules, policies and procedures. • City streets and boundaries. • Modern police patrol techniques, criminal investigations and crime prevention methods. • Business English (grammar, spelling, punctuation, tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Work under stress and resolve problems involving conflict and danger; make sound decisions while utilizing available resources. • Testify effectively in court proceedings and at commission hearings. • Multitask and prioritize workload. • Establish and maintain effective working relationships with public officials, state and federal authorities, civic leaders, employees and the general public. • Maintain confidential information. • Maintain physical fitness required to perform job tasks.
Skill in	<ul style="list-style-type: none"> • Public relations. • Oral and written communications. • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

Certified Law Enforcement Officer; valid Wisconsin driver's license; ability to pass a criminal and financial background check.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both outdoors and in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds, and sometimes in excess of 50 pounds.
- The employee may be exposed to severe weather and other unpleasant conditions while performing tasks, including extreme heat, cold, wetness and humidity; smoke, toxic agents, hazardous sites and dangerous situations or conditions; heavy machinery, violence, disease and potentially life-threatening situations.