

JOB DESCRIPTION

Essex County, VA

Job Title	Drug Investigator
Department	Sheriff Office
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Captain, Major or Sheriff
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs responsible work as a Law Enforcement Officer, focusing on investigating the illegal growth, distribution and possession of illegal drugs in County This position is responsible for the collection, packaging, and transportation of evidence; writes and executes search warrants. This position must be able to perform all duties of a Deputy Sheriff when assigned. The Drug Investigator is required to exercise good judgment in administering law enforcement services in accordance with regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs all duties of a Deputy Sheriff when assigned to patrol or related duties and not assigned to serves as lead drug investigator;
- Investigates the illegal growth, distribution and possession of illegal drugs in Essex and surrounding Counties; work entails interviewing suspects and witnesses, collecting, cataloging, packaging and transporting evidence from the crime scene, submits evidence to the laboratory for testing as needed, observing and interrogating suspicious persons, etc.;
- Participates in drug task forces throughout the Commonwealth of Virginia;
- Conducts controlled undercover drug purchases through the utilization of confidential informants;
- Installs and monitors covert camera and wires in various locations to assist with drug related investigations;
- Conducts covert surveillance of vehicles, homes and people;
- Obtains, prepares and executes search warrants;
- Confers with the County prosecutor, serves civil papers, and prepares and provides court testimony;
- Maintains detailed records and writes incident reports during and following investigations;
- Maintains weapons, equipment and vehicle to ensure functional conditions;
- Transports those accused of a crime, prisoners and mentally ill;
- Performs background research on suspects and those involved in incidents being investigated; also perform background work on potential law enforcement candidates;
- Collaborates with other law enforcement officials related to investigations;

- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other Office staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with law enforcement standard operating procedures and specialized drug investigation processes and maintains all appropriate certifications;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

- High school diploma or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job, supplemented by over 3 years law enforcement experience as an authorized law enforcement agent. Drug investigation training and experience preferred

Licenses or Certificates:

- Valid driver's license
- Must be certified law enforcement officer and therefore passed criminal background tests, etc.
- Must take appropriate drug investigation training courses

Knowledge, Skills and Abilities:

- Knowledge of standard operating procedures related to law enforcement and drug investigation activities;
- Knowledge of economic and basic human behavior;
- Knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Knowledge of proper terminology used in the discipline;
- Skill in operating a personal computer and associated office and agency software;
- Ability to analyze situations to make sound judgments within the framework of existing laws, policies, and regulations and complete tasks efficiently and accurately;
- Ability to organize information and develop/maintain records in various formats;
- Ability to work effectively with others;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce law enforcement and/or electronic reports that accurately convey information and explain law enforcement situations and to interview suspects and witnesses;
- Ability to follow written and oral instructions;
- Ability to interpret laws, policies, and regulations and the ability to make decisions based thereon;
- Ability to establish and maintain effective working relationships with coworkers, other law enforcement agents, citizens, other public and private agencies, and the public, sometimes under stressful situations;
- Ability to use standard evidence collection techniques and prepare documentation for court and testify in court;

- Ability to maintain professional ethics related to confidentiality;
- Ability to write reports and complete forms;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Possession of physical endurance and agility to deal with disturbed or violent people and to use emergency law enforcement equipment and vehicle during a crisis;
- Ability to react quickly and calmly in emergency situations;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places		X		
Work with toxic or caustic chemicals			X	
Work with fumes or airborne particles		X		
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		
Equipment Used – Computers in office and vehicle, office equipment, gun, pepper spray, baton, handcuffs, radio, and other law enforcement equipment				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling			X	
Bending, pulling, pushing, restraining those arrested				X
Other-Driving				X
Other-Performing traffic control, dealing with car crashes, dealing with contagious diseases, dealing with crisis situations, dealing with drug evidence			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds		X		
Up to 100 pounds		X		
Over 100 pounds with assistance		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (alarms, sirens)		X		

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).