



Job: Drug Enforcement Investigator I
Department/Div: Police Department
Reports to: Drug Lieutenant
Supervises: None
Pay: \$24.45/HR

FLSA: Non-Exempt
EEO-4:
Date: 06/2024

JOB SUMMARY

This is specialized law enforcement work at the full performance level involving the application of specialized knowledge and abilities in investigation, prevention, and detection of criminal activity related to drugs and alcoholic beverages; gambling and prostitution; major theft and fencing rings and organized crime using community oriented policing and problem oriented policing techniques.

Work is performed under the supervision of a superior officer and is reviewed through reports, personal inspection, and discussions. Work may involve personal danger and require that employee be able to act without direct supervision to exercise independent judgment in meeting emergencies.

MAJOR DUTIES

1. Conducts investigations of alleged violations of drug and alcoholic beverage use and sale, gambling operations, prostitution, major theft and fencing operations and other types of investigation as directed.
2. Gathers and organizes information on criminal activity in the Brunswick area through developing an informant network; establishes files based on information gathered.
3. Controls drug traffic through patrolling all jurisdictional waterways to locate and apprehend smugglers and through performing checks of all motels, airports, and private airstrips in the area to discover smuggling activity.
4. Maintains surveillance of noted violators of the law in the area.
5. Correlates the performance of duties with relevant local, state, and federal agencies to share information and assist in drug surveillance, investigation, and arrest.
6. Seizes contraband items and disposes of them on the basis of federal or state law and departmental regulations.

7. Prepares cases for prosecution in the courts and testifies as requested.
8. Performs related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of modern methods and practices of criminal investigation and identification.
2. Knowledge of police department rules and regulations and of pertinent federal and state laws.
3. Knowledge of geography and population patterns of the city.
4. Knowledge in the use and care of firearms and other assigned equipment.
5. Ability to observe and remember facts and details.
6. Ability to prepare clear and comprehensive reports and to understand and to execute oral and written directions.
7. Ability to use good judgment when dealing with difficult and confidential investigations.
8. Ability to operate all law enforcement equipment required in the performance of duties.
9. Good physical condition.

SUPERVISORY CONTROLS

The Police Lieutenant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Uniform Code of Georgia Annotated, the US Constitution, case law, city codes and ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied investigative and law enforcement duties. Strict regulations, frequent interruptions, and potentially life-threatening situations contribute to the complexity of the position.
- The purpose of this position is to conduct criminal investigations. Success in this position contributes to the enforcement of federal, state, and local laws and to the safety and well-being of the public.

CONTACTS

- Contacts are typically with co-workers, representatives of other law enforcement agencies, victims, witnesses, suspects, defendants, court personnel, attorneys, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally frequently lifts light and heavy, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, in a detention facility and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.
- Must be available for callout on a 24-hour basis for major incidents occurring in the City of Brunswick.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Georgia Law 35-5-8 requires in part that a person employed in any police service classification:

- Be a citizen of the United States.
- have a high school diploma or it's recognized equivalent.
- not have been convicted by any state or by the federal government of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law.
- be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records.
- possess good moral character as determined by investigation under procedures established pursuant to the act.
- have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
- be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional or mental conditions which might adversely affect his exercising the duties or powers of a peace officer.

Additional Requirements

It is further required by the Brunswick Police Department that a person employed as Drug/Intelligence Investigator I:

1. Must be at least 21 years of age.
2. Must have served one (1) year as a sworn police officer and is appointed pursuant to the intra-departmental transfer process.
3. Have successfully completed or applied for at least forty (40) hours of specialized in-service or other training for the year prior to advancement.
4. Possess a valid, appropriate Georgia Driver's license.

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