

**CITY OF CAMILLA  
JOB DESCRIPTION**

**JOB TITLE:** DRUG INVESTIGATOR

**DEPARTMENT:** POLICE DEPARTMENT  
**SUPERVISOR:** CHIEF OF POLICE/ DRUG COMMANDER  
**PREPARED BY:** CITY OF CAMILLA  
**DATE:** August 2017

**SUMMARY:**

Under moderate supervision, obtains data and conducts investigations for the purpose of prosecution and conviction of individuals involved in illegal drug traffic, organized crime, or vice type activities within geographic area.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Are divided into three main areas of responsibility. These areas are Investigative Actions, Case Reports, and other assigned duties. The specific requirements for each of these three categories will be individualized below.

**1) INVESTIGATIVE ACTIONS**

The Drug Investigator Must:

- A) Collect and handle evidence
- B) Process crime scenes
- C) Conduct interviews
- D) Respond to assignments and request for assistance
- E) Prepare and execute Arrest and Search Warrants
- F) Conduct surveillances
- G) Testify in court
- H) Conduct Covert Investigations

- I) Develop sources and gather intelligence information
- J) Provide security (Office, Court Room, ETC.)
- K) Make undercover drug purchases
- L) Arrest defendants
- M) Prepare case files and other Drug Unit reports
- N) Effectively interview informants, witnesses, and defendants
- O) Maintain regular contact with Commander and Chief of Police
- P) Increase their professional development

## 2. CASE REPORTS

The Drug Investigator Must:

- A) Prepare narrative description of crime scenes
- B) Document interviews and all other investigative actions
- C) Submit reports promptly
- D) Document the collection and handling of evidence
- E) Include all necessary attachments and supporting documents
- F) Prepare investigative contact cards
- G) Keep C.I. files current with proper documentation
- H) Prepare cases for court and disseminate case files when appropriate

## 3. OTHER ASSIGNED DUTIES

The Drug Investigator Must:

- A) Attend required and elective schools and seminars
- B) Complete all required internal reports
- C) Properly handle all Drug Unit funds and appropriately document their usage
- D) Maintain all assigned equipment and vehicles in good working order
- E) Submit intelligence reports and other required reports regarding information concerning criminal activity
- F) Maintain public relations and act as a liaison with all law enforcement agencies and the public

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE:**

- A) High school diploma or GED
- B) Certified law enforcement officer by the Georgia Police Officers Standards and Training Council
- C) Two or more years' experience as a police officer
- D) Must demonstrate a high degree of honesty and integrity