

City of Jonesboro

POSITION DESCRIPTION

POSITION TITLE:	DEA Task Force Officer	EXEMPTION STATUS:	Non-Exempt
JOB FAMILY:	Officer	JOB LEVEL:	Grade 14, Hiring Rate \$19.76 per hour
GENERAL POSITION SUMMARY:	Assigned to Criminal Investigations Division and under the general supervision of Detective Sergeant or Lieutenant, performs technical law enforcement work	<u>POSITION RELATIONSHIPS</u> SUPERVISES: (TITLES)	N/A
		SUPERVISED BY: (TITLE)	Detective Sergeant or Lieutenant

DEFINITION:

Assigned to Criminal Investigations Division and under the general supervision of Detective Sergeant or Lieutenant, performs technical law enforcement work as a non-uniformed police officer in the investigation of crime and the detection and prevention of violations of the law, particularly narcotics investigations and money laundering.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Chief of Police or designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The duties listed 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.
- Under supervision of the Detective Sergeant or Lieutenant, performs minimal investigative work involving alleged crimes against persons or property and assists other Detectives.
- Receives civil complaints and makes general information reports; obtains written or tape-recorded statements, depositions, or admissions; questions or interrogates complainants, witnesses and suspects; apprehends suspects and makes arrests.
- Prepares and serves arrest warrants and search warrants.
- Ensures that all evidence at certain crime scenes is collected properly.
- Responsible for processing crime scenes related to the narcotics enforcement and drug interdiction; process other crime scenes if requested to do so by the Detective Lieutenant or the case detective.
- Works closely with each case agent or detective on all aspects of the case as it pertains to any type of evidence including photography and video evidence.
- Conducts interviews and obtain statements from witnesses, assist with canvassing the area for other possible witnesses and or suspect[s].
- Ensures all items are logged in and out of the evidence room using the department's policy and procedures.
- Transports evidence to and from the crime lab and maintain the records thru the court process.
- Ensure all evidence is available for the appropriate court and maintain chain of custody log.
- Is proficient in using databases and knowledgeable of processes to gather Intel from outside sources for background information on primary targets of drug distribution.
- Cultivates and controls informants.
- Properly identifies and processes drug proceeds for condemnation / seizure; filing of proper paperwork.
- Arrests suspects and obtains evidence to be used by United States Attorney and District Attorney in prosecuting case in court.

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- Investigates establishments and persons suspected of violating anti-vice laws, working as member of task force, and conducts or participates in raids of such establishments.
- Arrests narcotics offenders.
- Maintains surveillance of suspect to detect modus operandi.
- Obtains statements for prosecution of offenders and appears in court as witness.
- Implements specialized electronic equipment into investigations to maximize results and enhance quality of evidence.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.
- The DEA Task Force Agent may be placed on an on-call status for crime scene investigation. In the event of a large crime scene the DEA Task Force Agent could be called to process the crime scene allowing the lead detective(s) to work on the crime itself or to investigate other assigned felony / misdemeanor cases.

SUPERVISORY RESPONSIBILITIES:

- This job has minimal supervisory responsibilities. Self-supervisory with minimal oversight. DEA Task Force Agent (temporally detached to the DEA Task Force).

QUALIFICATIONS:

- To perform in this position 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.
- DEA Task Force Agent will be required to attend training in the areas of forensic photography, latent print processing and development, evidence collection, retention and presentation, interview and interrogations, and crime scene processing, and narcotics investigations.

EDUCATION and/or EXPERIENCE:

- To be eligible for this position, individuals must have a high school diploma or general education degree (GED) and Two (2) years' experience as a certified law enforcement officer; or an equivalent combination of related training and experience. Experience with a DEA task force is preferred

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the City.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

- Ability to solve practical problems with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

- Basic computer skills should include the ability to use word processing systems, understand file storage and transfer. Ability to create and maintain case files, evidence logs, audio files, photographic files as they pertain to evidence.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid state driver's license free of suspensions and/or revocations. Georgia POST certification.

MINIMUM TRAINING AND QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities

Education:

- High School Diploma
- Bachelor's Degree, preferred

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- Three (3) years of administrative or court experience
- GCIC and Court Clerk Certification, preferred
- Equivalent combination of education and experience.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which may include a computer, printer, typewriter, facsimile machine, copier, calculator, or telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions such as in interpreting assignments and instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

JOB CONDITIONS:

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employee and/or applicant identify tasks where reasonable accommodations may need to be to an

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otherwise qualified person is unable to perform the job's essential duties due to an ADA disability. While performing duties of this job, the employee can frequently be in a vehicle, and can sit in an office for extended periods of time. The employee will occasionally have to physically control persons of varying weights and exert a great deal of physical effort for normally short periods. The employee normally must be able to communicate verbally in a professional manner with general public, and to hear.

The City of Jonesboro is an equal opportunity, drug-free employer committed to diversity in the workplace.

ASSOCIATE SIGNATURE CONFIRMS RECEIPT OF DESCRIPTION

_____/_____/_____
DATE

APPROVED BY MAYOR

APPROVED CITY MANAGER
DATE CREATED/UPDATED: (11/27/2018)