

Police Narcotics Investigator

An employee in this class conducts a variety of preliminary and supplementary investigation of crimes; secures and investigates crime scenes; interviews victims, complainants, witnesses, and suspects; identifies, collects and preserves physical evidence; obtains search warrants; prepares written reports of investigative activities; conducts surveillance and develops leads; performs narcotic investigations; coordinates work with district attorney staff and other law enforcement agencies; testifies in court; and prepares and maintains case files. The work requires the application of modern investigation techniques, sound judgment, and independent initiative in pursuit of work objectives. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from superior officers. The employee is subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is also subject to the final standards of OSHA on blood borne pathogens and requires on-call and call-back work. Work is performed under general supervision and is evaluated through review of reports and conferences.

JOB DUTIES:

- Conducts criminal and special investigations, including domestic violence, burglaries, thefts, robberies, assaults, homicides, financial crimes, and related crimes.
- Conducts initial and follow-up investigations of criminal incidents; secures crime scenes; establishes chain of custody and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories.
- Interviews persons in connection with criminal incidents including victims, witnesses, and suspects; conducts surveillance and develops leads; arrests offenders.
- Prepares and reviews written reports of investigative activities; prepares case documentation for filing with the district attorney; testifies in court regarding investigative activities; prepares and maintains case files, statistics, and related records and reports.
- Writes, executes and serves search warrants; writes court orders.
- Establishes effective contacts and coordinates work with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities.
- Receives calls from and assists with other law enforcement agencies with requests for assistance with investigations; locates, apprehends, and arrests offenders.
- Conducts narcotics investigations; may participate in undercover surveillance, narcotics purchases, managing confidential informants, and coordinating with other local, state, and federal law enforcement agencies.
- May assist with records of evidence and chain of custody and ensuring the security and tracking of evidence; may destroy evidence according to laws and regulations.
- Transports and extradites prisoners.
- Responds to in-progress calls requiring immediate law enforcement assistance; participates in regular patrol functions and other operations of the department.
- Other related duties may be assigned as necessary.

SKILLS/ PHYSICAL ABILITIES:

- Considerable knowledge of federal, state, and local laws and ordinances pertaining to police operations and investigative procedures, including search and seizure and the preservation and presentation of evidence in court.
- Considerable knowledge of modern investigative techniques and procedures, including crime scene investigation, interrogation, fingerprinting and photography.
- Considerable knowledge of the application of information technology to investigations and law enforcement work.
- Considerable knowledge of physical, economic, and social characteristics of the Town.
- Skill in collaborative conflict resolution and teamwork.
- Skill in the use of firearms and other law enforcement equipment and in the application of self- defense and de-escalation tactics.
- Ability to gather, assemble, analyze, and evaluate facts and evidence.
- Ability to independently perform complex and sensitive investigative assignments, to apply sound investigative principles to difficult cases, and to report clearly, orally and in writing the results of investigative efforts.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to work closely and effectively with representatives of other law enforcement and investigative agencies in matters of common interest.
- Ability to prepare clear and concise investigative records and reports.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and the general public.
- Ability to communicate effectively in oral and written forms, and to present effectively in court testimony. Thorough knowledge of state and federal laws, local ordinances, and policies of the police department.
- Must be able to physically perform the basic life operational functions of standing, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, fingering, grasping, climbing, talking, hearing and repetitive motions.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally; 50 pounds frequently; and 20 pounds constantly to move objects.
- Must possess the visual acuity to operate a police vehicle and computer, distinguish details and differences when observing people, places, or things on patrol, do extensive reading, and take measurements and recognize colors and shapes for identification purposes.

Typical Qualifications

Graduation from high school supplemented by law enforcement, drug detection, investigations, and identification techniques training, and considerable experience in law enforcement; or equivalent combination of education and experience.

Other Requirements:

- Certification by the State of NC as a law enforcement officer and possession of a valid NC driver's license.
- Must complete the training required for the positions set forth in General Order 1.12 once in the position.

TO APPLY: Please submit a letter of interest along with resume and completed City of Roanoke Rapids police department application to the City of Roanoke Rapids Human Resources Department. Position is open until filled; however, a review of resumes will occur no later than 12:00 PM on Monday, April 13, 2026.

The City of Roanoke Rapids is an Equal Opportunity Employer.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Applications may be obtained at www.roanokerapidsnc.com or may be picked up at City Hall – 1040 Roanoke Avenue, Roanoke Rapids, NC