

## POLICE INVESTIGATOR

### General Statement of Duties

Performs specialized law enforcement work in investigation and solution of crimes and the apprehension, and prosecution of persons suspected of committing crimes.

### Distinguishing Features of the Class

An employee in this class conducts preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses, and suspects; secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court. Work involves general criminal investigation and narcotic investigations. The work is performed under minimum supervision and requires the application of modern investigation techniques, sound judgement, and independent initiative in pursuit of work objectives. Work involves frequent public contact which requires tact, firmness, and decisiveness. 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 on-call and call-back work and 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 in the law enforcement duties is also subject to the final standards of OSHA on bloodborne pathogens. Work is performed under general supervision, and is evaluated through review of reports and conferences.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Conducts initial and follow-up investigations of criminal incidents; interviews persons in connection with criminal incidents including victims, witnesses, and suspects; secures crime scenes, collects, establishes chain of custody, and preserves physical evidence; processes evidence through on-site identification technology and use of state and local laboratories.
- Prepares and reviews written reports of investigative activities; arrests offenders; testifies in court regarding investigative activities.
- Establishes effective contacts with the public, informants, coworkers, district attorney staff, and other law enforcement departments to gain information related to criminal activities; conducts surveillance and develops leads.
- Conducts surveillance and cooperates with other law enforcement agencies to investigate, locate, apprehend, and arrest offenders.
- Participates in special narcotics investigations, surveillance, and related programs and activities.
- Conducts background investigations for potential new hires for the department.

#### Additional Job Duties

- May collect time reports and prepare time sheets for the department; may create work schedules for the department.
- May be assigned special projects or responsibilities by the Chief such as researching and drafting operating policies, representing the department on special committees or task forces, etc.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

Thorough knowledge of physical, economic, and social characteristics of the Town. Considerable knowledge of modern investigative principles, and procedures. Considerable knowledge of federal, state, and local laws and ordinances pertaining to police operations and investigative procedures. Considerable knowledge of the practices and procedures involved in narcotics investigations, surveillance, and under cover purchases. Skill in collaborative conflict resolution. Ability to perform independently 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 effectively plan and organize work independently. Ability to work calmly under conditions of high stress and physical and emotional fatigue. Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest. Ability to prepare clear and concise records and reports. Skill in the use of firearms and other law enforcement equipment and in the application of self defense tactics. 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.

### Physical Requirements

- 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 50 pounds of force occasionally; 20 pounds frequently and 10 pounds constantly.
- Must possess the visual acuity to operate a patrol vehicle and distinguish detail and differences when observing people, places and things on patrol.

### Desirable Education and Experience

Graduation from an accredited community college with an earned degree in criminal justice or related field supplemented by additional training in law enforcement, narcotics and/or criminal investigations, and identification techniques, and considerable experience in law enforcement; or equivalent combination of education and experience.

### Special Requirements

Certification by the North Carolina Criminal Justice Training and Standards Council as a law enforcement officer and possession of a valid North Carolina driver's license.



# Rutherfordton NORTH CAROLINA

## APPLICATION FOR EMPLOYMENT

**QUALIFIED APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR THE PRESENCE OF A NON-RELATED MEDICAL CONDITION OR HANDICAP.**

**ANSWER ALL QUESTIONS – PLEASE PRINT CLEARLY OR TYPE**

POSITION APPLIED FOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

FULL-TIME  PART-TIME

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ SSN: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Last) (First) (Middle) (Maiden, if applicable)

PRESENT MAILING ADDRESS: \_\_\_\_\_  
(Street & Number or P.O. Box)

(City)

(State)

(Zip Code)

TELEPHONE: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
(Home) (Cell) (Other) please specify: \_\_\_\_\_

*PLEASE BE SURE THAT YOU COMPLETE ALL SECTIONS OF THIS APPLICATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY. YOUR APPLICATION WILL BE USED AS A PART OF THE EXAMINATION PROCESS AND, THEREFORE, SHOULD REPRESENT YOUR BEST EFFORT. FOR SOME POSITIONS YOU MAY BE ASKED TO SUBMIT A RESUME AND/OR COVER LETTER.*

**THE TOWN OF RUTHERFORDTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

### EDUCATION (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

Schools	Name and Location	Dates Attended	Graduate?	Major/Minor	Degree Type
High School		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
College University		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Graduate or Professional		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other educational, vocational school, internships, etc.		From: To:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Office Use Only  
Last  
First  
Middle

## SKILLS

Check the following skills, experience, etc. which you have:

- Sign Language
- Braille Skills
- Typing (specify wpm) \_\_\_\_\_
- Reliable transportation to work
- Adding machine/calculator

- Shorthand/Speedwriting (specify wpm) \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

## Driver's License Information

Do you possess a valid driver's license?  YES  NO

If yes, please give the following:

License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Class/Type: \_\_\_\_\_

Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mo) (day) (year)

**Note: Most positions require a valid driver's license.**

If the position you are applying for requires specific courses, skills, registration, licenses, or certification, please list below, with dates, issuance and source of issuance. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of an offense against the law other than a minor traffic violation? (Note: a conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relationship to the job for which you are applying).  YES  NO If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTROLLED SUBSTANCE TESTING

Controlled substance testing is required prior to finalization of the selection process for employment, promotion, or transfer. Further information will be provided at the appropriate time in the selection process. A confirmed positive drug test will result in disqualification for employment, promotion, or transfer, and may be grounds for dismissal if already employed.

Scheduling information will be provided at the appropriate time.

In accordance with Americans with Disabilities Act, the Town of Rutherfordton will consider reasonable accommodation if requested.

## OVERTIME POLICY AND AGREEMENT FOR NON-EXEMPT POSITIONS

Consistent with the provisions contained in the 1985 amendments to the FAIR LABOR STANDARDS ACT, it is the Town's policy to compensate non-exempt employees for overtime work with compensatory time off, when possible, in lieu of overtime pay.

If I am employed in a non-exempt position, I agree to accept, at the discretion of the Town, either compensatory time off or overtime pay, as appropriate compensation for overtime work that I may be required to perform as an employee of the Town of Rutherfordton.

## FOR MALES AGE 18 THROUGH 25 ONLY

Males who are 18 through 25 are required to register with the Federal Government in accordance with the Military Selective Service Act. State law prohibits local governments from employing anyone who has not complied with this requirement.

Please indicate if you have registered for Selective Service:  YES  NO

## EMPLOYMENT DATA

In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, seasonal, summer, and significant volunteer work. Details on any period of unemployment must be included

Current or Last Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							
Employer:				Address:			
Job Title:				Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr):		Starting Salary: \$ _____ per	Ending Salary: \$ _____ per	Reason for Leaving:		May we Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date Separated (mo/yr):				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If Part Time, number of hours worked per week:							

IF ADDITIONAL SPACE IS NEEDED PLEASE PRINT AN ADDITIONAL DATA SHEET OR USE A SHEET OF PAPER. ALL CONTINUATION SHEETS AND ADDITIONAL SHEETS OF PAPER CONTAINING EMPLOYMENT HISTORY MUST BE SIGNED AND DATED BY THE APPLICANT.



# Rutherfordton

## A MINTED ORIGINAL

### APPLICANT IDENTIFICATION SHEET

#### EQUAL OPPORTUNITY INFORMATION

The Town of Rutherfordton prohibits discrimination based on race, sex, color, creed, national origin, age, or handicap. The information requested below will in no way affect you as an applicant. Its sole use will be to see how well recruitment efforts are in reaching all segments of the population.

NAME: \_\_\_\_\_  
(Last) (First) (M.I.)

SOCIAL SECURITY #: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### ARE YOU A VETERAN?

YES  NO

If yes, which branch of service? \_\_\_\_\_

Active Duty: From: \_\_\_\_\_ To: \_\_\_\_\_

Rank upon separation/discharge: \_\_\_\_\_

Date of Discharge: \_\_\_\_\_

Do you have a service related disability?

YES  NO

If yes, please specify: \_\_\_\_\_

DATE OF BIRTH:

SEX: Male Female

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(mo) (day) (year)

#### ETHNIC GROUP:

- White (Caucasian, non-Hispanic)
- African American (non-Hispanic)
- Hispanic (Mexican, Puerto Rican, Cuban Central, or South American, other Spanish origin regardless of race)
- Asian (including Pacific Islander)
- American Indian (including Alaskan native)

**HANDICAP:** (a handicap is any impairment which limits a major life function.) This information is optional. Failure to provide this information will not subject you to any adverse treatment. It will be maintained separately and confidentially.

Please check all that apply:

- Visual Impairments/blindness
- Hearing Impairments/deafness
- Cardiovascular disorder
- Emotional/mental disorder
- Nervous System/Neurological disorder (epilepsy)
- Speech impairment

- Respiratory Impairment
- Loss or impairment of upper and/or lower limbs
- Disabling diseases (arthritis, diabetes, etc.)
- Alcoholism
- Other (please specify): \_\_\_\_\_

If you have indicated that you have one or more of the above mentioned handicaps, please indicate what type of accommodation/device you would need to assist you in the performance of the duties of the position for which you have applied:

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Please indicate where such accommodations/devices may be obtained:

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POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

WHERE DID YOU LEARN OF THIS JOB OPENING? \_\_\_\_\_



N. C. Operators License Number \_\_\_\_\_

Arrests, Charges, Tickets, Citations, etc.

Offense \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Civil Judgements, Law Suits, etc.

Offense \_\_\_\_\_ Date \_\_\_\_\_

Plaintiff \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Plaintiff \_\_\_\_\_ Disposition \_\_\_\_\_

Offense \_\_\_\_\_ Date \_\_\_\_\_

Plaintiff \_\_\_\_\_ Disposition \_\_\_\_\_

Additional Sheets Needed      Yes \_\_\_\_\_ No \_\_\_\_\_