

EMDTF AGENT POSITION DESCRIPTION

An Eastern Montana Drug Task Force (EMDTF or Task Force) Agent must be a duly sworn peace officer, meet the minimum requirements for the position of Peace Officer as outlined in the Montana Codes Annotated, be at least twenty-one (21) years of age,

P.O.S.T. certified by the State of Montana and have prior investigative experience while assigned to duty with the EMDTF, as provided in the current EMDTF STATE AND INTER-LOCAL TASK FORCE AGREEMENT and work at the direction of the Task Force Supervisor. A Task Force Agent shall have the same powers, duties, privileges, responsibilities, and immunities throughout the jurisdiction of the EMDTF, as are conferred upon him/her as a Peace Officer in his/her respective jurisdiction. The Officer assigned to the EMDTF by the Custer County Sheriff's Office (Unknown), and Valley County Sheriff's Office (Kevin Blagg) must be a full-time officer and approved by the EMDTF Executive Board.

Duties of a Task Force Agent shall include:

- Independently develops productive informants, either through personal work or referral by another law enforcement agency.
- Maintains proper documentation of informants and keeps contact reports updated.
- Properly expends and accounts for Imprest expenditures.
- Completes and submits voucher reports according to department/office policy and procedures, with no instances of improperly documented Imprest expenditures.
- Initiates and completes dangerous drug investigations, either personally or through a properly controlled/documented informant.
- Initiates and completes dangerous drug investigations in jurisdictions outside the

county in which the Agent's office is located. • Submits complete and thorough reports which accurately convey the facts identified through the investigation.

- Submits timely reports according to office policy and procedure.
- Ensures that evidence is properly packaged, labeled, submitted, and stored.
- Ensures that proper documentation and chain-of-custody of evidence is maintained, with no improperly documented evidence incidents.
- Develops, documents, and submits regular intelligence reports.
- Personally contact law enforcement agencies in the assigned area periodically to elicit cooperation, informants, and case referrals.
- Follows investigative protocol when conducting investigations.
- Per office and State procedures/policy, accurately completes travel expense vouchers, daily activity reports, and timesheets to allow for identification of time spent on each case, travel, mileage, and expenses.
- Per office policy and procedures, follows a case planning and management system.
- Maintains close communication with the regional supervisor and/or bureau chief regarding investigations and except in emergency situations, obtains supervisory approval before initiating any investigation.
- Contacts the supervisor, bureau chief, or office daily.
- Successfully completes firearms training/qualification.
- Maintains firearms and issued equipment in clean, proper, and working order.

- Maintains vehicle and vehicle equipment. Ensures vehicle is properly maintained and in good working order.
- Promotes a team concept within the Bureau by assisting other officers, displaying a positive attitude, and respecting other staff members' positions, workload, and personal feelings.
- Performs additional duties as assigned, over and above what is generally expected of a DCI Narcotics Agent, but not to the exclusion or neglect of their primary investigative responsibilities.