

CHIEF OF CRIMINAL INVESTIGATIONS

DEFINITION: Under general direction, performs administrative and management duties of considerable difficulty in directing the Criminal Investigations and the Victim/Witness Assistance programs; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, directs, supervises, evaluates and organizes the activities and functions of the Criminal Investigations and Victims Witness Assistance programs; directs, manages and oversees major and serious criminal cases information, data and statistical compilation; identifies issues, trends and problems and makes projections from data; ensures compliance with applicable laws, policies and procedures; develops and implements program policy changes; directs, oversees and participates in development and implementation of department's goals, objectives and performance criteria to ensure contractual compliance and quality control; directs preparation of information, evidence and exhibits for presentation in court or administrative hearings.

Assists in establishing budgetary priorities; directs the preparation of the budgets; presents budgets; prepares justification and documentation of services and affects of budget fluctuations on services; participates in contract negotiations and initiates contract modifications; ensures the recruitment and selection of qualified and certified personnel; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; directs the provision of necessary training and re-certification of all personnel; testifies at congressional, state and tribal legislative hearings; maintains cooperative relations with federal, state, local and tribal law enforcement agencies; serves on boards, task forces, committees and other groups; attends meetings and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles and practices of modern law enforcement and criminal investigations methods.

Knowledge of supervisory and managerial principles and practices.

Knowledge of departmental rules, regulations, policies and procedures and applicable tribal, federal, state and local laws and ordinances.

Knowledge of the Navajo culture and traditions.

Knowledge of the standards by which the quality of criminal investigative services are evaluated.

Knowledge of budget and grant preparation and fiscal management.

Skill in planning, organizing and directing the work of employees performing varied operations connected with criminal investigative/law enforcement activities.

Skill in analyzing problems and identifying alternative solutions, projecting proposed actions, and implementing recommendations in support of goals.

Skill in verbal and written communication

Skill in working with other law enforcement personnel in addressing community problems in an efficient manner.

Skill in understanding and interpreting complex laws, rules, regulations, policies and guidelines.

Skill in analyzing situations quickly and objectively to determine proper course of action.

Skill in being calm during emergencies.

Skill in establishing and maintaining effective working relationships.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass physical fitness standards as put forth by Bureau of Indian Affairs (BIA) for law enforcement. Generally work is conducted in an office setting, but it does require the ability to act in a police officer/criminal investigator capacity.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Criminal Justice, Police Science, Law Enforcement or closely related field; and eight (8) years of responsible police/law enforcement work experience, four (4) years of which must have been in criminal investigations and two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST). Successful completion of Federal Law Enforcement Training - Basic Criminal Investigator Training; graduation from Federal Bureau of Investigation Academy preferred. Must successfully pass a background investigation prior to date of hire. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit. Within one (1) year of date of hire must complete additional approved supervisory and management training and obtain Special Law Enforcement Commission. Must be in compliance with the Federal Domestic Violence Act. Additional certification/training may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.