

INTERNAL AFFAIRS INVESTIGATOR

DEFINITION: Under general supervision, performs investigative work of moderate difficulty; plans investigation, conducts fact-finding investigations and makes recommendations; 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:

Investigates alleged or suspected criminal violations of federal, state or Navajo Nation laws, administrative complaints in violation of public safety code of conduct, general orders, department rules and regulations, personnel policies and procedures; conducts investigations initiated by litigation, inquiries, internal and external against present or former commissioned and civilian employees of Division of Public Safety; analyzes charges, complaints or allegations of administrative law violations; identifies issues involved and types of evidence required.

Determines scope, elements and direction of investigation; utilizes informants to obtain leads and information; observes and interrogates suspects and witnesses; processes crime scenes, photographs, preserves, collects and identifies physical evidence; refers collected evidence to appropriate crime lab; obtains statements from complaining party, the employee in question, witnesses to the incident and others to determine if evidence is sufficient to recommend prosecution or administrative action.

Obtains investigative aids as needed; makes conclusion based on facts and/or evidence gathered during investigation for each allegation of misconduct or criminal law violation; forwards report to superiors for consideration and appropriate action; testifies at hearings; conducts background investigations of qualified applicants considered for employment; conducts in-house training and presentations; prepares, serves and files subpoenas.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, state, and local laws, statutes, ordinances, rules, and regulations.

Knowledge of principles and practices of modern police administration and methods.

Knowledge of practices and methods of investigation and identification.

Knowledge of prohibited matters and guides concerning invasion of privacy.

Knowledge of subversive organizations and methods of operation.

Knowledge of geography of the Navajo Nation and surrounding area.

Skill in conducting interviews and interrogations

Skill in analyzing data and making proper recommendations based on fact.

Skill in recognizing, collecting and preserving physical evidence.

Skill in developing and using specialized investigative techniques, devices, and procedures.

Skill in undercover work assignments.

Skill in the use of assigned weapons.

Skill in verbal and written communication.

Skill in establishing and maintaining effective working relationships.

Ability to enforce laws tactfully, firmly and impartially.

INTERNAL AFFAIRS INVESTIGATOR

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires the ability to pass the physical fitness standards as put forth by the Bureau of Indian Affairs (BIA) for police; work requires walking, running, lifting, climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable, life threatening situations can occur.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and five (5) years of responsible police officer experience.

PREFERRED QUALIFICATIONS:

- Thirty (30) college credit hours in Criminal Justice or related field.

SPECIAL REQUIREMENTS:

- Must possess current Arizona, New Mexico or Utah Peace Officer Standards and Training (POST) certification.
- A favorable background investigation.
- Possess a valid state driver's license.
- Successful completion of a physical examination.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; and must obtain Special Law Enforcement Commission within one (1) year of date of hire.

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.