

### **CRIMINAL INVESTIGATOR SUPERVISOR**

**DEFINITION:** Under direction, performs work of considerable difficulty in managing and coordinating the criminal investigation unit for a district or districts; supervises assigned personnel in criminal investigation activities; 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, organizes, directs and coordinates criminal investigations operations, strategic plans, fiscal and personnel allocations and implements policies and procedures; evaluates operational effectiveness and institutes improved measures for achievement of department goals and objectives; assists management with special projects; participates in planning and ensures compliance with standard operating procedures, general orders, rules and regulations and contractual agreements.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate manpower coverage; provides work instructions and assists employees with difficult and/or unusual assignments; assigns and distributes workloads, reviews work for accuracy and completeness; reviews all criminal case files and documents to evaluate credibility of evidence, including investigator interviews and statements and ensures all phases of the investigation are complete; manages criminal case filing system to ensure confidentiality; supervises district subordinate personnel.

Conducts hiring interviews and selects candidate(s) for job vacancies; resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork; encourages regular communication, informs subordinates of relevant operational matters; develops and implements training, evaluates causes for disciplinary and initiates formal recommendations for disciplinary action; responds to formal and informal employee grievances and prepares written responses; develops performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of subordinate employees; provides reward and recognition for proper and efficient performance.

Establishes and maintains effective working relationships with the public and private entities to build partnerships in crime prevention; provides technical assistance and guidance to law enforcement staff; determines materials, equipment and facilities needed; assists in overseeing the maintenance, use and care of district equipment and facilities; confers with and assists legislative study committees on matters relating to criminal investigation and law enforcement.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of applicable tribal, federal, state and local laws and ordinances of modern police administration, police methods, use of police records and application to criminal investigation.

Knowledge of functions and organization of tribal, state and federal government entities.

Knowledge of advanced principles of criminal justice system and law enforcement agencies.

Knowledge of technical research and analytical methods and techniques.

Skill in using electronic database systems.

Skill in analyzing and evaluating complex crime information from multiple sources.

Skill in disseminating complex and high priority crime information.

Skill in written and oral communication.

Skill in working independently on difficult or complex tasks and assignments.

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

### **CRIMINAL INVESTIGATOR SUPERVISOR**

Skill in establishing and maintaining effective working relationships.  
Ability to supervise criminal investigators on complex criminal investigations.  
Ability to provide direction, guidance and training for subordinate employees.  
Ability to prepare specialized and complex reports.  
Ability to monitor and ensure compliance with applicable laws, rules, policies and procedures.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Must be physically able to perform efficiently the duties of a commissioned law enforcement officer. Must possess emotional and mental stability.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and five (5) years of professional experience at the level of a Navajo Nation senior criminal investigator, or ten (10) years of professional experience at the level of BIA/FBI special agent or other investigative agency conducting comprehensive investigations of major crimes.

#### **SPECIAL REQUIREMENTS:**

- Must possess current State Commission or Certification or able to reinstate Certification.
- Must possess the Criminal Investigator Training Program (CITP) Certificate from the Federal Law Enforcement Training Center.
- A favorable background investigation.
- Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.

#### **PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Criminal Justice Public Administration, Information Science, Technology, Management Information Systems or related field.

#### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbents who possess an equivalent out-of-state commission or certification must obtain certification in Arizona or New Mexico within one (1) year of date of hire. Additional certifications 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.