

## CRIMINAL INVESTIGATOR

**DEFINITION:** Under general supervision, performs work of moderate difficulty in conducting criminal investigations on assigned cases from planning through fact finding to reporting results of investigations for a district; performs the duties of a police officer as needed; 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:**

Conducts investigations of alleged or suspected criminal violations of federal, state or tribal laws including major crimes; identifies issues involved and types of evidence required; determines scope, elements and direction of investigation; reviews police officer referrals; provides tactical response including manhunts; provides technical assistance, guidance and training to law enforcement staff and agencies; conducts public awareness and presentations to the general public; ensures confidentiality of interview statements; investigates white collar crime.

Photographs, preserves, collects and identifies physical evidence, diagrams crime scenes; seizes controlled substances, evidence including fingerprints, blood and body fluids, recovers stolen property; performs surveillance and undercover work as needed; interviews witnesses; interrogates and observes suspects; utilizes informants to obtain leads and information; serves search warrants, subpoenas and arrest warrants; analyzes evidence and documents findings; prepares case status updates and detailed reports; transports suspect as needed; attends seminars, conferences, workshops and training in criminal investigation; keeps updated on laws to maintain certification; attends and testifies in court hearings.

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

Knowledge of tribal, federal, state and local laws and ordinances of modern police administration and methods.

Knowledge of departmental rules and regulations.

Knowledge of practices and methods of criminal investigation and identification.

Knowledge of all types of firearms, communications equipment and automobiles used in law enforcement.

Skill in interviewing and interrogation techniques and methods.

Skill in analyzing and evaluating facts and evidence to formulate defensible investigative conclusions.

Skill in securing and processing crime scene and collecting and preserving evidence.

Skill in managing and containing hostile, volatile and dangerous situation and making difficult decisions and directing operations under stressful and dangerous circumstances.

Skill in managing an investigative caseload and other diverse responsibilities.

Skill in preparing and maintaining accurate records, reports and files.

Skill in maintaining calm during emergencies.

Skill in the use of firearms and other standards and specialized equipment.

Skill in communicating effectively, both orally and in writing.

Skill in enforcing laws tactfully, firmly and impartially.

Skill in establishing and maintaining effective working relationships.

Ability to accurately document enforcement and investigative activities.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Must meet Bureau of Indian Affairs (BIA) physical standard and be physically able to perform efficiently the duties of a commissioned law enforcement officer. Must possess emotional and mental stability. Exposure to hazardous, uncontrollable and life threatening situations can occur.

**CRIMINAL INVESTIGATOR**

**MINIMUM QUALIFICATIONS:**

- A high school diploma or GED; and five (5) years of law enforcement experience at the level of Police Officer.

**PREFERRED QUALIFICATIONS:**

- An Associate's degree from an accredited college or university.

**SPECIAL REQUIREMENTS:**

- Must possess current Arizona Peace Officer Standards and Training (POST).
- 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.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Additional certifications may be required. Incumbent must obtain a Basic Criminal Investigator's Certificate from the Federal Law Enforcement Training Center 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.