General Statement of Duties

Performs full performance level semi-complex to complex investigations of conventional crimes, as well as crimes filed and prosecuted through any of the Office’s specialized units in support of the statutory requirements of the Office of the District Attorney. Participants in all investigative aspects of the prosecution of cases, from pre-filing through final case disposition.

Distinguishing Characteristics

The Criminal Investigator Senior performs full performance level criminal investigation work. The assignment of semi-complex conventional crimes, as well as complex, and often highly sensitive criminal investigations requiring functioning autonomously under minimal supervision. Knowing and abiding always by the professional standards and ethical requirements set forth in the Rules of Professional Conduct, relevant legal precedent, POST training requirements, and internal professional and ethical expectations of the Office. Requires an exemplary and proactive work ethic and attitude toward criminal investigation and prosecution.

This class is distinguished from the Civil Investigator Senior class that performs full performance level investigative work relating to civil and/or administrative cases. This class is also distinguished from the Civil/Criminal Investigator class that performs standard level civil/criminal investigation work.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally, but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion. Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Work in this class follows established guidelines and generally accepted investigative techniques and principles, but may require investigators to choose between several alternative methods at critical points in the investigation to determine a course of action. The complexity and high sensitivity of assigned cases often requires extensive innovation on the part of the investigator(s). Positions assigned to this class are responsible for the safe operation of an office vehicle and other work-related equipment, e.g., radio, bugging devices, etc.; investigator often has custodial responsibilities for valuable evidentiary items.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Positions in this class are required to have extensive contact with superiors, fellow workers, attorneys, suspects, witnesses, court officials, other police agency personnel and the general public in situations that are often highly critical and sensitive in nature and scope, and require well-developed interpersonal skills and the ability to analyze, interpret and explain both factual and conceptual data.
Level of Supervision Exercised

By position, may be designated primary (or “lead”) Investigator over subordinate investigator on a case-by-case basis. Contingent upon experience, may be required to supervise other investigator(s) in certain facets of their job. May act as case coordinator to cooperating agencies’ investigatory personnel.

Essential Duties

Investigative Process: Responsible for the proper investigation of cases assigned to them. Interview complainants, victims and witnesses without delay, properly identify themselves and if appropriate, periodically consult with complainants and victims regarding the progress of cases until they have been officially closed. Attempt to notify crime victims when there is a change in the status of their case, and include the details in their supplemental report. Keep their supervisor informed on the progress of cases assigned to them.

Trial Preparation: Prepare exhibits for trial, obtain criminal histories, obtain certified court convictions. Locate witness and serve subpoenas. Provide transportation and other logistical support as needed. Make arrangement to ensure safety of victims and witnesses. Assist prosecutor as needed, e.g. crime scene photographs, follow-up interviews with victims and witnesses.

Court Proceedings: Responsible for the proper preparation of court cases and the competent presentation of evidence in court or at hearings. Provide complete and accurate testimony in court proceedings and/or administrative hearings.

Assisting Other Units and Outside Agencies: Provide reasonably requested information and assistance to other units within the Office of the District Attorney and maintain an efficient level of cooperation and coordination in affected areas. Assist and maintain close cooperation and positive working relationships with other law enforcement agencies.

Examination of Physical Evidence: Make requests for the examination of physical evidence to the Forensics and Evidence Division. Solely authorized and vetted authority to conduct property viewings.

Prevention and Suppression of Crime: Through investigative procedures, investigators will direct their best efforts in the prevention and suppression of crime, and in the detection and apprehension of criminal suspects. Under no circumstances will they make public any information that might jeopardize the successful completion of the investigation or the apprehension of a perpetrator.

Investigators employed by the 2nd Judicial District Attorney’s Office are expected to perform proactively and consistently with the organizational philosophy of vertical prosecution. Each Investigator works under the direct supervision of the case supervisor and the general direction of their respective team’s Chief Deputy District Attorney and Senior Deputy District Attorney. Independent case supervision may be performed by the assigned prosecutor. Work assignments are either minimally or operationally defined and require extensive exercise of independent judgment and planning.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.
Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Problem Solving – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Knowledge & Skills**

Extensive knowledge of the civil and criminal law enforcement principles, procedures and techniques, statutes and ordinances applicable to the 2nd Judicial District of Colorado; extensive knowledge of the policies and procedures of the Office of the District Attorney. Extensive knowledge of police procedures; ability to gain working knowledge of accounting, polygraph, or other specialized investigative fields. Skill in interviewing; ability to gather, record and synthesize data; demonstrable interpersonal skills. Ability to prepare complete and accurate reports, warrants, affidavits, evidence lists, audio-visual aids, etc. as required for case preparation, filing and prosecution.

Ability to operate standard office equipment, e.g., personal computer, iPad (tablet), fax, and copier. Proficiency in word processing and database programs, at minimum. Familiarity with police investigative databases and software, including criminal information databases and forensic downloading software.

Ability to perform all peace officer related duties; ability to act/react in stressful and threatening situations; ability to control (physically, if necessary) uncooperative individuals; ability to operate and demonstrate skill in the use of vehicles and other related equipment utilized in investigative work.

Ability to complete and maintain firearm qualification standards, required arrest control, and firearms-retention training. Ability to maintain DPD firearm certification.

Ability to independently conduct complicated, sensitive, and long-term criminal investigations under minimal direction.

Ability to adjust and meet the changing demands and needs of the position.

Ability to establish and maintain effective working relationships with superiors, attorneys, fellow investigators, suspects, witnesses, other police agency personnel and the general public; ability to communicate effectively, both orally and in writing, with same.

**Education Requirement**

Bachelor’s Degree in Criminal Justice or a closely related field.

**Experience Requirement**

Four (4) years of previous police experience, two (2) of which must be at the level of Criminal Investigator (e.g. Police Detective) or any equivalent combination of education and experience.
**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

By position, requires a valid Driver’s License at the time of application.

By position, requires certification as a Colorado Peace Officer (POST) at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Makes home visits.

Pressure due to multiple calls and inquiries.

Subject to long irregular hours.

Subject to varying and unpredictable situations including potentially hazardous situations.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Handles emergency or crisis situations.

Subject to may interruptions.

Pressure due to lengthy interviews and interrogations.

Work generally confined to office environment of the field.

Routinely “on-call” and subject to responding to dynamic and potentially dangerous situations at any hour.

Train, participate in and engage in “active shooter” protocols (scenarios) and remain prepared to respond to emergency situations on-site.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force on an object so that it is moving to the person.

Pulling: exerting force on an object so that it is moving to the person.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

**Background Check Requirement**

Criminal Check

Employment Verification Psychological Examination Physical Examination
### Assessment Requirement
None

### Probation Period
Six (6) months.

### Class Detail
- Pay Grade: X-000
- FLSA Code: N
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Greg Thress
- Revised Date:
- Revised By:
- Class History: