



**Job Title: CRIMINAL INVESTIGATOR**

**Department /Office:** Hopi Resource Enforcement Services

**Reports to Whom (title):** HRES Sergeant

**Salary / Hourly Range:** 40

**Job Classification Code:** 7720

**Level of Background Check:** 1A

**FLSA Status:** NON- EXEMPT; Full-time, Part-time, Temporary

**Driving Required:** Yes

**Revision Date:** 05/06/2013

**JOB DESCRIPTION:**

The class title of a Criminal Investigator within the HRES Department is assigned to specialized functions of criminal investigations. A Criminal Investigator may be assigned to property, persons, analysis of major unsolved criminal cases or narcotics cases and is responsible for responding to the scenes of crimes, conducting preliminary and follow-up investigations, preparing the required investigative reports, apprehending the suspect, preparing the case for a successful prosecution, and testifying in court. This may include either uniformed, plainclothes or special detail assignments. A Criminal Investigator is supervised by a Police Sergeant who review work on an occasional basis for overall effectiveness and compliance with policies, tribal, state and federal law.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for enforcing all tribal, state and federal laws governing the Hopi Reservation and New lands. Monitor, assist and request for tribal, state and federal search warrants, may require testifying in Tribal, State or Federal court. Performs investigation into criminal & civil violations such as natural resources, cultural, tribal, state and federal laws.
2. Secures crime scenes, gathers evidence, lifts latent fingerprints, draws sketches and takes photographs, interviewing suspects, victims and witnesses, testifies and presents evidence in court. Assist local state and federal agencies in apprehension and detention of wanted persons.
3. Writes complete and detailed investigation of cases assigned; Writes Tribal, State and Federal search warrants, serves warrants and subpoenas. Knows laws and procedures required for processing warrants; Files criminal complaints with the appropriate prosecuting attorney. Performs other work related to the processing of misdemeanor and felony complaints. Ensures that the elements of the crimes are present in the reports prior to filing.
4. Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and in the investigation of offenses; Prepares reports of arrests made, activities performed, and unusual incidents observed;
5. Stops drivers who are operating vehicles in violation of laws, warns drivers against unlawful practices and issues citations and makes arrests as necessary.
6. Maintains contact with victims regarding the status of their case & citizens and businesses regarding potential law enforcement problems and preserves good relationships with the general public. Observes accurately and remembers faces, numbers, incidents, and places; Maybe on call when directed by the investigations supervisor, and responds to crime scenes when on call during weekends and nights. May be required to cover a patrol shift as needed. Assisting of the evidence storage facility, logging in of evidence to facility.
7. Promotes positive community relationship with the public, schools, Hopi Tribal departments, churches and any other places of public gathering by explaining the functions and services of the Hop Resource Enforcement Services (HRES). Work with villages, communities and schools to implement crime prevention and juvenile delinquency programs.
8. Perform other duties as assigned or authorized to achieve the goals and objectives of HRES.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Associates Degree in Criminal Justice, Police Science or closely related field;

AND

B. Training: Completion of Basic Law Enforcement Training Academy (AZ POST) and Basic Supervisory Training;

AND

C. Experience: A minimum of five years current, consecutive experience as a Police Officer with the Hopi Resource Enforcement Services or any Police Department calculated from the date the member graduated from the police academy;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Thorough knowledge of the rules and regulations of the Hopi Resource Enforcement Services (HRES) and of pertinent tribal ordinances, state and federal laws; good knowledge of the principles and practices of modern police administration including patrol, traffic, or criminal investigation and identification; good knowledge of the types and uses of firearms, good knowledge of the functions of tribal, federal, state, and local jurisdictions and authorities as they relate to police work; knowledge of submitting and requesting a tribal, state and federal search warrant; good knowledge of the physical layout of the Hopi reservation and adjoining areas, and the locations requiring special police attention; ability to understand and execute difficult oral and written directions and to deal courteously and firmly with the public; ability to command the respect of officers and assign, instruct and review their work; ability to write clear and comprehensive reports; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; good physical condition; knowledge of First aid and CPR; knowledge of Hopi culture and traditions; knowledge of livestock identification and description (equines, bovines, ovine), wildlife and archeology.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess valid Arizona Driver's license and complete/ pass the Hopi Tribe's Defensive Driving Course.
2. Complete/pass a background investigation (Tribal and AZ Post).
3. Complete/pass a polygraph examination.
4. No felony convictions.
5. No court case pending (excluding minor traffic violations and civil cases that do not involve domestic violence) within the past twelve (12) months.
6. Must meet AZ POST minimum requirements for Peace Officer Certification.
7. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and job-related alcohol, drug and/or controlled substance testing.

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