



CRIMINAL INVESTIGATOR

SCOPE OF WORK:

Work involves planning, developing, coordinating, and conducting investigations of cases involving violent and white-collar crimes, clandestine laboratories and narcotics, cyber or computer crimes, public official misconduct, homeland security threats, and any other civil or criminal law violations.

DUTIES PERFORMED AT ALL LEVELS:

- Participate in the processing and protection of crime scenes by identifying, collecting and preserving physical evidence using photography, various measuring techniques and diagramming and collecting fingerprints, casting impressions, and properly tagging, packaging and transporting evidence for forensic examinations.
- Conduct interviews with victims, witnesses, and suspects to obtain relevant case information in accordance with rules of evidence.
- Develop information for and execute search and arrest warrants.
- Employ appropriate surveillance techniques including undercover surveillance by observing suspected persons and determining their involvement in criminal activities; conduct electronic surveillance by legally installing and operating electronic surveillance equipment; monitor for and respond to counter surveillance activities.
- Obtain, analyze, and exchange intelligence information; develop and maintain associations with confidential informants; utilize informants to gain information about illegal activities; monitor activities of confidential informants.
- Maintain and monitor confidential buy funds.
- Participate in raids with federal, state, and local law enforcement agencies to seize evidence or apprehend suspects.
- Prepare surveillance logs, case notes, and investigative reports.
- Confer with prosecutors for preparation and presentation of evidence in courts of law and other legal proceedings; present evidence needed to obtain subpoenas.
- Provide case file records and information to prosecuting attorneys; provide testimony in court proceedings.
- Serve as a task force member.
- Provide physical security for witnesses and dignitaries and verify the safety of situations that will be encountered prior to the arrival of dignitaries.
- May provide training to law enforcement.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>

CLASS CODES: 5211
5212
5213

ND Class Description
Criminal Investigator

CRIMINAL INVESTIGATOR I
GRADE K

5211

LEVEL DEFINITION:

Work at this level involves participation in investigative duties as described above under the supervision of a lead criminal investigator. The work differs from that of the II level in that the investigative responsibilities may be of a narrower scope and/or may require a lesser degree of analysis and accountability due to the level of decision making.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in criminal justice or a behavioral science, and five years of investigative work experience. Must be licensed or eligible to be licensed as a North Dakota peace officer. Additional investigative work experience may substitute for the degree requirement on a year-for-year basis.

Some positions may require a specialized area of investigation (for example, cyber crime) which may require a bachelor's degree in another field and five years of work experience that provided the level of technical knowledge required to perform the specialized investigations. The appointing authority shall designate specific degree and experience requirements at the time of recruitment.

CRIMINAL INVESTIGATOR II
GRADE M*

5212

LEVEL DEFINITION:

Work at this level involves a greater degree of accountability than at the I level because of the responsibility for coordinating multi-jurisdictional task forces and/or training less experienced investigators and law enforcement officers.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- May coordinate multi-jurisdictional narcotics task forces, which includes but is not limited to managing staff and task force budgets; managing and monitoring

- equipment; conducting meetings; preparing progress reports; ensuring preservation and security of evidence.
- Conduct various investigations involving numerous law enforcement agencies.
 - Prepare and maintain Peace Officers Standards and Training (POST) Board-approved curriculum for law enforcement training; instruct law enforcement officers in Board-approved training.
 - Provide coordination of law enforcement activities and investigations in their assigned area.

MINIMUM QUALIFICATIONS:

Requires five years of work experience as a state criminal investigator I and peace officer instruction certification.

CRIMINAL INVESTIGATOR III
GRADE N*

5213

LEVEL DEFINITION:

Work at this level involves serving as the lead investigator on major case investigations. Therefore, work requires managing multi-jurisdictional law enforcement resources in the investigation of crime scenes and civil violations.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct major case investigations and direct other law enforcement officers during a major case investigation.
- Lead the processing and protection of crime scenes and evidence.

MINIMUM QUALIFICATIONS:

Requires five years as a state criminal investigator II and satisfactory completion of one of the following:

- FBI Academy's 12-week program,
- Northwestern University's School of Police Staff and Command 10-week program,
- Southern Police Institute's Administrative Officers Course, a 12-week program,
- a Masters Degree and 80 hours of POST approved supervision/leadership training,
- a Bachelors Degree and 160 hours of POST approved supervision/leadership training,
- four years as a law enforcement supervisor and 80 hours of POST approved supervision/leadership training.

CLASS CODES: 5211
5212
5213

ND Class Description
Criminal Investigator

Eff Date: 10/74 (Special Agent I, II)

Rev: 02/84 – Criminal Investigation Agent developed to replace Special Agent II, I level replaced by Drug Enforcement Agent

Rev: 09/91 – Developed a 3-level series to replace 5210, 5215, 5216

Rev: 01/06 – Grade review requested; revised scope of work, duties performed, minimum qualifications, and class evaluation

Rev: 04/10 – Modified minimum qualifications at the third level

Rev: 02/12 - Modified minimum qualifications at the second and third levels

Rev: 07/12 – Conversion to Hay System; *Pay Grade Exception assigned (II & III level only) 07/12; NDAC 4-07-04-11 & 4-07-04-12