



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 5225

CHIEF INVESTIGATOR
GRADE Q

SCOPE OF WORK:

Work involves management of an investigative section or the Criminal History and Identification section within the Bureau of Criminal Investigation division (BCI) of the Office of Attorney General.

DUTIES PERFORMED:

- Supervise investigative staff in the performance of criminal and civil law investigations, multi-agency task force operations, and surveillance and intelligence activities on a statewide basis; coordinate and conduct complex and/or high profile investigations; assist in analysis of criminal activities.
- Review, approve, and disseminate final investigative reports and files; assist investigators in the successful conclusion of assigned cases.
- Manage the use of confidential funds in task forces and other investigations within the State or nationwide; provide security for confidential funds.
- Supervise the collection, maintenance, and dissemination of criminal intelligence information and activities.
- Ensure the coordination of information exchange between prosecutorial and judicial segments of the criminal justice system and the BCI.
- Ensure the proper collection and preservation of evidence; ensure rules and procedures are utilized in establishing probable cause necessary for the issuing of arrest and/or search warrants; ensure safekeeping and proper disposal of seized money, property, and assets.
- Assign and supervise confidential informants in task forces and other investigations.
- Train staff and other law enforcement officials on civil forfeiture procedures; maintain a record keeping system for civil forfeitures.
- Recruit and select instructors for training investigators and law enforcement officers; evaluate training course contents.
- Serve as the agency representative on task force advisory boards.
- Review and evaluate procedures governing the collection and preservation of seized assets.
- Act as liaison between the Attorney General's office, city, county, and federal prosecutors and the agency involved in the seizure of monies and other property.
- Review and disseminate information regarding new and existing investigative laws.
- Prepare courtroom testimony; testify in court or before legislative committees; make presentations regarding criminal justice issues.

- Create and maintain professional relationships with local and national intelligence organizations.
- Assist in the recruitment and selection of investigators, trainers, and individuals in other law enforcement agencies; oversee the training of new investigators; prepare lesson plans and curriculums and conduct training programs; review and approve curriculum for Peace Officer Standards Training; approve and coordinate statewide law enforcement training; monitor the law enforcement licensing process.
- Offer guidance, advice, and expertise to local, state, and federal law enforcement agencies.
- Prepare and manage federal grants.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and ten years of professional criminal investigation experience, four years of which must be management level experience, and possession of a North Dakota Peace Officer License and a Law Enforcement Instructor Certificate.

Eff. Date: 10/74 – Criminal Investigation Director

Rev: 02/92 – Changed title, grade, and minimum qualifications

Rev: 10/97 – Rewritten to current format

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

Rev: 12/10 – Revised minimum qualifications to remove specific majors

Rev: 07/12 – Conversion to Hay System