



Job Title	Civilian Criminal Investigator	FLSA Status	Non-Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	TBD

Class Specification- Civilian Criminal Investigator

Summary Statement:	
<p>The purpose of this position is to provide support and expertise through comprehensive assessment planning and investigation to meet the needs of the assigned Investigations Unit. This position will be required to maintain collaborative relationships with the appropriate outside agencies at the local, state and national level.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Case Investigation - Case review and triage of incoming calls from facilities, other institutions, and Cyber tips regarding crimes including elder abuse or exploitation of children. Assess police response and identify services needed. Assess whether criminal case report regarding abuse/exploitation will be initiated, and completes case summary reports and case report supplements when applicable. Obtain information and conduct a criminal investigation when appropriate, to include but not limited to; collecting and submitting evidence, obtaining victim and witness statements, obtaining medical records/evaluations, etc. Forward the required information to the appropriate agency as needed. Conduct field work including but not limited to victim and witness interviews, screen processing, obtaining and executing search warrants and court order, and other investigative field-related tasks as needed.
50%	Case Management - Case management for Criminal Investigations that are active/ongoing to include up-to-date documentation. Document all case management actions in Law Enforcement Records Management System (LERMS). Track Cyber tips or referrals made to and received from APS, healthcare facilities/hospitals, other mandated reporters, or NCMEC. Based on the assignment, may require tracking violations of mandated reporters by tracking CSPD call screens to guarantee quality assurance. Track relevant data and provides analysis to community and agency partners. Coordinate follow up victim support services to include CSPD/VAU and other community/partner agencies as appropriate. Maintain statistical data used for reporting purposes.



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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from accredited college or university with major coursework in social work, behavioral sciences, criminal justice, or a related field.

Experience: Five years of law enforcement experience in a sworn position or five years of experience in a non-sworn position responsible for investigating various crimes. A combination of sworn law enforcement and non-sworn investigative experience equivalent to five or more years will also be considered.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Colorado Driver's License	Upon hire
National Crime Information Center (NCIC) Certification	Within 3 months of start date
Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Position has no responsibility for the direction or supervision of others.
Supervision Received:
Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:
The job title has no budgetary/ fiscal responsibility.

Physical Demands:
Exerting up to 50 lbs. occasionally, 50 lbs. occasionally, or negligible amounts constantly AND requires walking and standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment Field Work Required
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Occasionally



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Machines, Tools, Equipment, and Work Aids: Computer, keyboard, telephone, fax machine, copier, scanner, video recording equipment, and cellular telephones.

Specialized Computer Equipment and Software: Microsoft Office, CJIS, LERMS, MFR, and Colorado Court Records.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2015