

Code: 3244

Title: CRIMINAL INVESTIGATION SUPERVISOR

SUMMARY: Supervises the day-to-day activities of a staff conducting criminal and civil investigations and conducts special investigations.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and evaluates a staff of investigators engaged in a variety of criminal and civil investigations;

Trains and coordinates staff;

Reviews and assigns cases;

Advises and assists investigators when problems arise;

Conducts special investigations;

Coordinates investigation activities with law enforcement agencies;

Maintains records and prepares reports for an investigation unit;

Reviews reports submitted by investigators;

Oversees the scheduling, equipment and general administrative needs of the unit.

KNOWLEDGE & SKILLS:

Knowledge of:

- investigative methods and techniques;
- law enforcement principles, practices, methods, techniques and equipment with special reference to investigative work;
- relevant laws, rules and regulations;
- report analysis and preparation;
- principles and practices of training and supervision;
- administrative and supervisory concepts and practices.

Skill in:

- planning, coordinating and conducting thorough and complex investigations;
- applying effective investigative methods, techniques and equipment;
- interviewing victims, witnesses, criminals and others to obtain pertinent information;
- analyzing situations, problems and data and using sound judgment when making decisions and drawing conclusions;
- recording information accurately, maintaining records and preparing reports;
- communicating effectively;
- presenting testimony and evidence;
- coordinating, supervising and training staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in law enforcement, law, criminal justice or a closely related field and four years of criminal investigation experience in a law enforcement agency including one year in a lead or supervisory capacity.

OR:

(2) Seven years of investigative experience in a law enforcement agency, five years of which involved

criminal investigations.

OR:

(3) Two years of experience with Pima County as a Criminal Investigator Specialist.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All applicants must pass a criminal history background investigation prior to appointment due to the need for access to corrections, detention and court facilities. All employees in this classification must maintain eligibility for access to these facilities as a condition of continued employment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78

Updated 2/14/14(lsg)