



COLORADO

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STATE OF COLORADO

July 2015

CRIMINAL INVESTIGATOR

A2A1IX TO A2A5XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series includes five levels in the Enforcement and Protective Services occupational group and describes forensic analysis of physical evidence and/or field investigations pertaining to criminal activities.

Work involves identifying, collecting, preserving, analyzing, and summarizing evidence, which may include conducting tests to analyze physical evidence and interpreting lab results. Positions gather facts by locating and interviewing witnesses, informants, and suspects; examine documents and observe conditions to verify facts; and, evaluate and present findings and evidence to support any recommended prosecution. Criminalists also reconstruct and search crime scenes and prepare presentations on test techniques. This class series, by agency mission or policy, focuses primarily on law enforcement as opposed to compliance of regulated activities. While some positions may also be involved in regulation of an industry, the principle focus of the assignment is on law enforcement related activities where the results of an investigation are presented to an attorney general, a district attorney, a court, or a grand jury to consider prosecution.

Positions in this series have varying degrees of peace officer authority, designated by state statutes and department directives, to enforce laws and physically detain and/or arrest others and may use deadly force. Basic peace officer definitions are found in C.R.S. 16-2.5-113, 16-2.5-123 through 126, that may require P.O.S.T. Board certification, and 16-2.5-129 and 16-2.5-134 that shall require P.O.S.T. Board certification, with other specific authorities found in agency supporting statutes.

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CRIMINAL INVESTIGATOR INTERN

A2A1IX

CONCEPT OF CLASS

This class describes the entry level. Work is designed to train positions for a higher level in the class series. Although tasks are similar to those of the fully-operational level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, rules, and regulations. Once training has been completed, the position is to be

moved to the next level. Positions should not remain in this class indefinitely.

CRIMINAL INVESTIGATOR I

A2A2TX

CONCEPT OF CLASS

This class describes the fully-operational investigator or criminalist. Work includes identifying suspects, interviewing witnesses, examining books or records, verifying the authenticity of documents, collecting evidence, preparing affidavits for search warrants and executing warrants, issuing criminal summonses, writing reports of findings, and training local police officers in investigative techniques. Some positions in this class work in a laboratory. Such criminology work involves collecting, preserving, and identifying physical evidence; performing physical and chemical tests and interpreting results; preparing reagents and performing routine maintenance on instruments. Positions in this class may conduct multi-jurisdictional field investigations, internal investigations of alleged crime committed by other officers or offenders, or inform local law enforcement agencies of the services offered.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. For example, positions determine the approach to test physical evidence and/or the plan or course of an investigation. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. For example, positions determine what evidence to collect and how to collect it. Positions also determine the approach to use in presenting information in an unbiased manner. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, within legal limits and alternatives, and physical and chemical techniques, positions determine whether or not probable cause exists and/or how to analyze physical evidence.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information from crime scenes or witnesses to determine what it means and how or a plan for conducting investigations. Guidelines in the form of standard operating procedures, statutes, report writing procedure, policy, internal manuals, and rules of evidence exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. For example, standard operating procedures may need to be adjusted to fit the situation or test. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, techniques for collecting and preserving evidence change from one crime scene or investigation to another depending on the circumstances and the nature of the evidence needed to prove an alleged offense.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work

processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

CRIMINAL INVESTIGATOR II

A2A3XX

CONCEPT OF CLASS

This class describes the supervisor, team leader, or staff authority. Supervisory positions are responsible for the daily operation of a lab or investigation unit which includes decisions that directly impact the pay, status, or tenure of at least three full-time equivalent positions; monitoring the status of cases; determining goals and procedures for the unit; and monitoring the unit's budget and approving equipment acquisitions. Team leaders are responsible for directing field investigations on a continuing basis, including determining and using the resources needed to complete an investigation, assigning tasks to other investigative personnel (agency or local enforcement personnel), reviewing findings and writing the content of the final report, and training other field investigators. Also included in this class is a position functioning as the agency's expert in an investigative field. Such expertise is essential to the agency's mission and is utilized on an ongoing basis as part of the position's assignment. This class differs from the Criminal Investigator I on Decision Making and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions in this class determine the level and use of fiscal, technical, and human resources during investigations, including directing the work of other investigators in a lab, work unit, or field investigation. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions evaluate and recommend the feasibility of adding new, or deleting current, services or types of tests. As another illustration, the expert applies the theories, principles, professional standards, and concepts of the professional field when advising or guiding peers and agency management on the identification and analysis techniques for investigations in the field of expertise. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study information from crime scenes or witnesses to determine what it means and how it fits together in order to get practical solutions in the form of an approach for testing evidence or a plan for conducting investigations. Positions also study caseloads and requests for

assistance in order to schedule staff. Guidelines in the form of standard operating procedures, statutes, report writing procedure, policy, internal manuals, and rules of evidence exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. For example, standard operating procedures may need to be adjusted to fit the situation or test. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, techniques for collecting and preserving evidence change from one crime scene or investigation to another depending on the circumstances and the nature of the evidence needed to prove an alleged offense.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a team leader (individual contributor or work leader), staff authority, or unit supervisor. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level in the Compliance Investigator series. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. The team leader (individual contributor) exercises many of the same responsibilities when directing field investigations, such as assigning and monitoring work, approving the product, and training and advising team members. However, the team leader does not have the employees and attendant input into supervisory decisions.

OR

The staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency's mission. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that an agency's service, policy, or program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction for the development of an agency-wide system or regarding the application of a program or system within the agency or to its clients. An agency relies on the pacesetter when making management decision regarding services in a specific field.

OR

The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level in the Compliance Investigator class series. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

CONCEPT OF CLASS

This class describes the second supervisory level responsible for organizing and directing the labs or investigative units in an agency. In addition to supervising a minimum of three full-time equivalent positions, some through at least two subordinate supervisors, positions in this class evaluate work schedules and develop work plans and objectives, evaluate equipment needs and develop spending plans, monitor the budget and approve expenditures, determine new processes or services. This class differs from the Criminal Investigator II on Complexity and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, positions in this class direct the work, assign cases, developing procedures, and approve budget expenditures which impact the services offered by labs or investigation sections. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. For example, positions evaluate the feasibility of adding new, or deleting current, services or types of tests. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of investigative and forensic analysis theories, concepts, and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. For example, positions determine whether to add a new service or test and how to shift resources to meet requests for assistance. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies. For example, positions tailor existing guidelines in order to determine how make the best use of allotted funds, staff, facilities, and equipment.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a second-level supervisor. The second-level supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions

must be in this class series, with at least one Criminal Investigator II, or at a comparable conceptual level in the Compliance Investigator class series. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer. The second-level supervisor may also be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have second-level signature on performance plans and appraisals in addition to the supervisory elements described above.

CRIMINAL INVESTIGATOR IV

A2A5XX

CONCEPT OF CLASS

This class describes the position which functions as an assistant director in a law enforcement agency. Positions in this class are responsible for the daily management of a program to ensure that the agency's mission is accomplished. Work includes planning and organizing program activities, recommending agency policy related to the assigned program, developing budget requests, utilizing program resources, and supervising at least two subordinate supervisors. This class differs from the Criminal Investigator III on Decision Making, Complexity, Purpose of Contact, and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. For example, positions in this class develop program goals and policy, plan program activities, and use program funds, staff, and technical resources to accomplish the mission of the agency. This level includes inventing and changing systems and guidelines that will be applied by others statewide. For example, a position in this class may be responsible for the development of a crime database system and its guidelines that are used by other state and local law enforcement agencies. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager determines the systems, guidelines, and programs for the future. For example, positions in this class determine the systems and services offered by the program which impacts the mission of the agency.

Complexity -- The nature of, and need for, analysis and judgment is strategic, as described here. Positions develop guidelines to implement a program that maintains the agency's mission. For example, positions in this class plan and direct the daily operation of a program for an agency. Guidelines do not exist for most situations. For example, positions in this class use the agency's mission, legislation, and programmatic resources to determine processes and guidelines to

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implement new systems in order to accomplish the mission. In directive situations, positions use judgment and resourcefulness to interpret circumstances in a variety of situations and establish guidelines that direct how a departmental/agency program will be implemented. For example, positions in this class develop goals and resource utilization plans to implement an agency's program.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a manager. The manager must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

The manager may also function as a unit supervisor and is accountable for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. In addition to the elements of formal supervision, at least one of the subordinate positions must be in the same series with at least one at the Criminal Investigator II, or at a comparable conceptual level in the Compliance Investigator series.

ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel & Administration web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Updated and removed the purpose of contact 6.30.2015

Effective 7/1/05 (TLE). Date and statute citation updated. Published as proposed 10/25/04.

Effective 7/1/02 (DLF). EPS Consolidation Study. Added peace officer authority statement to description of occupational work. Assistant Chief, Wildlife Law Enforcement class converted into the Criminal Investigator II class. Published as proposed 5/8/02.

Revised 8/1/94 (KKF). Adjustment to factors due to class placement results.

Revised 9/1/93 (KKF). Job Evaluation System Revision project. Published as proposed 5/10/93.

Revised 1/1/92. Changed grade for Inspector CBI Agent (A7367).

Revised 7/1/90. Changed class codes, class titles, grades for Investigator I-III (A7150-A7155).

Created Investigator IV (A7157).

Revised 7/1/89. Changed grade for Agent-in-Charge (A7366).

Revised 10/1/87. Changed entrance requirements for Criminal Financial Investigator Auditor (A7350), CBI Field Agent I-II (A7351-7352, A7365), Lab Agent/Criminalist (A7358-A7359). Changed class title, options, and entrance requirements for Agent-in-Charge (A7366). Changed class title and entrance requirements for Inspector CBI Agent (A7367).

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Revised 7/1/87. Changed class title and grade for Investigator I (A7150-A7151), grade and relationship for Investigator II and III (A7153-55), relationship for Criminal Financial Investigator Auditor (A7350), grade for CBI Field Agent I (A7351-A7352).

Created 1/1/84. CBI Field Agent I (A7351-A7352). Changed relationship and grade for Lab Agent/Criminalist I (A7358-A7359). Changed class title and entrance requirements for CBI Field Agent II (A7365). Changed entrance requirements for Agent-in-Charge (A7366). Changed options and entrance requirements for Inspector CBI Agent (A7367).

Revised 7/1/82. Changed class title, entrance requirements, options to Investigator I and III (A7150-A7151, A7155).

Revised 10/1/81. Changed title for Criminal Financial Investigator Auditor (A7350).

Revised 2/1/81. Changed options of Investigator II (A7153).

Revised 7/1/80. Changed options and entrance requirements for Investigator II (A7153).

Revised 7/1/79. Changed class title and entrance requirements for Lab Agent/Criminalist I (7358-A7359).

Created 12/1/78. Lab Agent/Criminalist I (A7358-A7359).

Created 8/1/78. Investigator II (A7153).

Created 7/1/79. Criminal Financial Investigator Auditor (A7350). Changed entrance requirements for Agent-in-Charge (A7366) and Inspector CBI Agent (A7367).

Revised 12/1/78. Changed class title and entrance requirements for CBI Field Agent II (A7365) and Agent-in-Charge (A7366).

Created 7/1/78. Investigator I (A7150-A7151) and Investigator III (A7155).

Created 12/1/77. Agent-in-Charge (A7366).

Revised 11/1/76. Changed entrance requirements for Inspector CBI Agent (A7367).

Revised 2/1/76. Changed entrance requirements for CBI Field Agent II (A7365).

Created 1/1/75. CBI Field Agent II (A7365) and Inspector CBI Agent (A7367).

SUMMARY OF FACTOR RATINGS

| Class Level | Decision Making | Complexity | Line/Staff Authority |
|------------------------------|------------------------|-------------------|-------------------------------|
| Criminal Investigator Intern | n/a | n/a | n/a |
| Criminal Investigator I | Operational | Patterned | Unit Supervisor |
| Criminal Investigator II | Process | Patterned | Unit Supervisor |
| Criminal Investigator III | Process | Formulative | Manager |
| Criminal Investigator IV | Interpretive | Strategic | Manager or Unit Supervisor |

*For definition of a Team Leader, see Line/Staff Authority in the description.

ISSUING AUTHORITY: Colorado Department of Personnel & Administration