DEPARTMENT OF PUBLIC SAFETY (DPS) INVESTIGATOR

General Summary

DPS Investigators provide investigative and analytical expertise by working complex criminal investigations with other investigators and officers of all divisions within NMDPS/New Mexico State Police, as well as other local, state, and federal law enforcement agencies in order to aid in the identification, arrest, prosecution and conviction of criminal suspects.

DPS Investigator
Jobcode: M50530
Pay Band: 65
FLSA Status: Non-exempt

Distinguishing Characteristics

This is the full performance level of the DPS Investigator classification series.

Recommended Education and Experience for Full Performance

Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Computer Science, Business or Public Administration, Accounting, Finance, Economics, or other related field with 4 years of experience in law enforcement, criminal, white collar or economic/financial fraud investigations.

Minimum Qualifications

Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Computer Science, Business or Public Administration, Accounting, Finance, Economics, or other related field and 2 years of experience in law enforcement, criminal, white collar or economic/financial fraud investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 6 years may substitute for the required education and experience.

Essential Duties and Responsibilities*

- Coordinates and conducts tactical analysis of complex criminal/financial cases by collecting, organizing and analyzing large amounts of diverse information in order to identify the critical elements of a case.
- Replies to requests from law enforcement agency partners (local, state, federal, and foreign countries) to perform investigations and on a wide variety of criminal and related case matters.
- Assists law enforcement agencies in planning and coordinating investigations, gathering intelligence and determining priorities for conducting operations.
- Prepares detailed reports and oral briefings, which include charts, graphs and spreadsheets to reflect information gathered through interviews, evidence collection, analysis of public documents and research relating to organizational entities and/or individuals being investigated.
- Employs various sophisticated research methods in order to compile evidence of criminal acts and provide comprehensive facts and details on criminal suspects/subjects which aid/result in their identification, location and apprehension.
- Monitors interviews of witnesses, suspects and victims in order to identify inconsistencies in statements or statements that are not corroborated by other witnesses or physical evidence.
- Activates and operates a Virtual Command Center during major cases/critical incidents.
- Assists prosecutors in determining charges in criminal court proceedings and provides expert testimony in criminal or other proceedings concerning investigative and analytical findings.
- Creates, prepares, and determines relevancy of various law enforcement intelligence documents pertaining to wanted suspects, crime trends, and officer safety for dissemination.
- Maintain confidentiality of law enforcement sensitive documents and confidential sources and adhere to policy and procedures set forth by local, state and federal governing agencies.
- Provides expert testimony in administrative, civil, criminal, or other proceedings concerning investigative findings.

DPS Investigator Supervisor
Jobcode: M5053S
Pay Band: 70
FLSA Status: Exempt

Distinguishing Characteristics
This is the first line supervisor of the DPS Investigator classification series.

Recommended Education and Experience for Full Performance
Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Computer Science, Business or Public Administration, Accounting, Finance, Economics, or other related field with 5 years of experience in law enforcement, criminal, white collar or economic/financial fraud investigations. Must include two (2) years of supervisory experience.

Minimum Qualifications
Bachelor's degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Computer Science, Business or Public Administration, Accounting, Finance, Economics, or other related field, and 3 years of experience in law enforcement, criminal, white collar or economic/financial fraud investigations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 7 years may substitute for the required education and experience.

Essential Duties and Responsibilities
In addition to all Essential Duties and Responsibilities of a DPS Investigator:

- Devotes a substantial portion of time assigning, coordinating and directly supervising the work of at least two (2) full time equivalent employees** and responds to worker and client needs in a timely fashion in adherence with policy and procedure.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Plans and directs complex criminal/financial investigations/criminal analyses and trains and develops staff in investigating procedures, interrogation, and criminal analysis.
- Assists prosecutors as requested.
- Maintains contact with the law enforcement community. Conducts research on criminal activities and disseminates criminal information to support investigative operations.

Bargaining Unit: DPS Investigator:
DPS Investigator Supervisor: Not represented

Conditions of Employment:

Established: 10/20/2016   **Revised:**

Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*