



**CRIMINAL INVESTIGATOR – SHERIFF’S OFFICE
JOB DESCRIPTION**

Position Title:	Criminal Investigator	Exemption Status:	Non-exempt
Job Classification:	Full Time, Classified	Probationary Status:	12 (twelve) Months
Department/Office:	Sheriff	Wage Level:	Min \$24.8890 – Mid \$30.5014 Per Hour DOE/DOQ
Reports to:	Sheriff/Undersheriff	Safety Classification:	Safety Sensitive
		Last Updated:	September 6, 2024

Job Summary

Responsible for the investigation of crimes, enforcement of New Mexico Statutes Annotated and Curry County ordinances, protection of life and property; conservation of the peace, with commission to apprehend, arrest and bring before the proper court all violators within the County of Curry, and performing other duties imposed by law. Duties include, but not limited to, conducting criminal and crash investigations; serving civil and criminal process; conflict resolution; preserving the peace; arresting and incarcerating violators of the law; provide testimony in county and district courts in traffic, criminal and civil cases. Prepare a variety of documents and reports.

Minimum Qualifications

- High School Diploma or GED.
- Must be able to be certified by the New Mexico Law Enforcement Academy and pass physical testing as a Peace Officer.
- Must possess a valid New Mexico Driver’s License. Must not have any prior domestic violence, misdemeanors or felonies convictions and must not have any DWI’s within 3 (three) years.
- Ability to communicate orally and in writing in English. A written aptitude test may be given. Basic oral communications skills in Spanish preferred.
- Ability to qualify and maintain proficiency with firearms for both day and night.
- Must have vision correctable to 20/20, and no color blindness.
- Must have good hearing and reflexes. Must pass physical agility test.
- Must successfully complete pre-employment drug screen, pre-employment screening and background check
- Must be able to render creditable testimony in a Court of Law.
- Ability to handle stress and respond appropriately in stressful situations.
- Ability to perform the essential duties listed below.
- Ability to perform the essential duties in the working conditions described below.
- Ability to work with the equipment, tools and materials listed below.
- Able to write intelligible, complete and concise reports, remain alert at all times and react quickly in emergency situations. Able to deal with situations requiring tact and diplomacy, be courteous to the public and must be physically fit.
- Must comply with safety guidelines and policies of the County.

PLEASE INITIAL ACKNOWLEDGING THAT YOU MEET MINIMUM REQUIREMENTS OF POSITION: _____

Essential Functions

Tasks include but are not limited to:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Perform a wide range of duties, as assigned, to enforce various laws and ordinances, and to protect the general public's constitutional rights, as provided for under county, state, tribal and federal laws.
		Works primarily dayshift, nights when needed, with full responsibility for proper personal conduct and enhancement of the County's image, while carrying out the duties of law enforcement being ever-mindful of the constitutional rights of the citizenry, both on and off duty. Maintains radio contact in accordance with regulations.
		Duties may involve investigations in areas no afforded normal protection, as well as in certain areas under contract to the County.
		Conducting investigations that may involve the apprehension of persons apparently disobedient of criminal laws and regulations.
		Assist in the operation of checkpoints and roadblocks to apprehend escaped or wanted criminals, DWI's, unlicensed or otherwise illegal vehicle operators, drug traffickers, etc.
		May also be called upon to investigate domestic difficulties, highway accidents, and other situations needing attention.
		Coordinates and cooperates as necessary with other policing agencies. This may involve special conditions such as undercover personnel involving drugs and other related instances and investigations involving homicide, and other felony investigations, in addition to coordinating investigations with outside agencies (OMI, CYFD)
		Must be able to correctly judge situations and determine appropriate level of force to be utilized.
		As necessary, off-duty personnel may be called into work.
		May be called on to appear as a witness in a court of law.
		Prosecutes minor misdemeanor offenses, such as traffic violations and DWI's.
		Prepares incident reports involving criminal activity and conducts case follow ups. Completes criminal case files.
		Protects or escorts witnesses or victims as assigned.
		Prepares felony case files for the District Attorney's Office.
		Be proficient in crime scene processing, including photography, fingerprint development and preservation, including use of chemicals; DNA collection and preservation; proficiency in detecting, interpreting, and persevering various types of evidence; working in hazardous conditions; and following established protocols to prevent cross contamination and infection from blood borne pathogens.
		Remain constantly aware of various laws and related changes, making investigations within own authority, communicate information to higher authority, and protect evidence until released.
		May be required to administer first aid.
		File various reports in an adequate manner, ensuring properly detailed records. Do various follow-ups and investigations from reports taken.
		Must comply with the County Personnel, Safety, Vehicle Accident Policy, and other Policies as approved by the Board of County Commission.
		Must be familiar and are required to comply with the State of New Mexico Purchasing and Procurement Law, Curry County's Purchasing Policies when making purchases, transferring and depositing of assets and budgetary responsibilities.
		Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned
		Conducts interviews with victims, witnesses, and suspects.
		Support the CCSO Internet Predator Unit.
		Seize and examine electronic devices.
		Subject to on-call status.
		Employee must complete new hire physical.
		Employee must pass a pre-employment drug urinalysis.
		Employee must comply with the safety guidelines of the county.
		Employee may be required to complete psychological evaluation.

		Performs additional duties as assigned.
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MENTAL FUNCTIONS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Must be able to listen, understand and follow oral directions and instructions in English.
		Must be able to read, understand, and follow written directions and instructions in English.
		Must be able to interact with staff of the County buildings in a professional and friendly manner.
		Must be able to communicate verbally and in writing with co-workers and staff.
		Must be able to communicate with members of the public effectively.
		Must be knowledgeable of all traffic laws, regulations, and criminal laws.
		Must use sound judgment in dealing with criminals and in responding to emergency situations.
		Must be able to operate a computer for documentation and recording.
		Must be able to make well-informed, effective and timely decisions and perceive the impact and implications of decisions.
		Must behave in an honest, fair and ethical manner and show consistency in words and actions. Must model high standards of ethics.
		Must be able to deal effectively with pressure, remain optimistic and persistent even under adversity.
		Must be able to identify and analyze problems, weigh relevancy and accuracy of information, and generate and evaluate alternative solutions and make recommendations.
		Must be able to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Sheriff's Office.
		Must be able to write reports and essays in proper format, using correct punctuation, spelling and grammar.
		Must be able to read such items as novels, magazines, atlases and encyclopedias. In addition, must be able to read and understand safety rules pertaining to the maintenance of tools and equipment.
		Must be able to speak before a group of people, using correct English.
		Must be able to read accurately all gauges on tools and equipment, and make correct judgment in operation in operation of equipment.
		Must be able to accurately estimate distances in order to maintain safety while operating equipment.

PHYSICAL REQUIREMENTS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Ability to sit up to four (4) hours per day, with intermittent walking and standing.
		Ability to walk up to six (6) hours per day, with intermittent standing and sitting. Ability to stand up to four (4) hours per day, with opportunity to walk and sit intermittently.
		Ability to climb, crawl, crouch, kneel, bend and rotate waist, and remain in prone position during an emergency situation.
		Ability to carry ten (10) pounds on waist and five (5) pounds on chest all day.
		Ability to work with arms bent up to all day and arms extended up to one-third of workday. May be required to work with arms extended for a longer period of time during emergency situation.
		Ability to push and pull with arms with a force up to 50-plus pounds during an emergency situation. In addition, must be able to twist and rotate arms during an emergency situation.
		Ability to lift and pull such items as shotgun, rifle, first aid kit, fire extinguisher, etc., to and from a vehicle. Employee may be expected to lift and carry other items, objects or people in an emergency situation. Must be able to use legs in operating a patrol vehicle with an automatic transmission up to all day.
		May be expected to balance, twist/rotate or push/pull with legs during an emergency situation.
		Ability to grasp and manipulate objects with hands up to all day, and perform fine finger dexterity movements up to one-third of the workday. Such handwork requires eye/hand coordination, and at times, may require bilateral coordination.

		The following is a brief description of the physical agility test, which is administered to the Investigator: Runs one and one half (1 1/2) miles, 300-meter sprint, and performs push-ups and sit-ups.
		Ability to use hands and fingers to grasp/manipulate objects, sometimes in a bilaterally coordinated manner.
		Ability to use hands and fingers in a fine dexterous manner in installing handcuffs and other restraints. This requires hand-eye coordination.
		Ability to use eyes, hands and feet coordination in the operation of a motor vehicle.
		Ability to drive for extended periods of time while maintaining alertness for traffic conditions.

ENVIRONMENTAL CONDITIONS

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Performs work indoors and outdoors. These percentages may vary depending upon work assignment and situations.
		Employee may be exposed to temperature extremes depending on weather conditions.
		Employee is exposed to intermittent high noise levels, such as sirens, gunfire and loud voices.
		Employee may be exposed to vibration of body on an intermittent basis from shotgun, rifle, handgun, off-road travel, or a physical confrontation.
		Employee may be exposed to the following hazards: Physical confrontations, driving hazards, high-speed chases, animals, gunfire, rescue attempts in difficult terrain, and remote possibility of hazardous material spills.
		Employee may be exposed to exhaust fumes, human and animal odors, dust and mists.
		Employee may work on even, carpeted, tiled floor, concrete or asphalt surfaces. In addition, employee may work on uneven natural ground surfaces, including inclines or ramps, catwalks or scaffolding, stairs, and ladders.
		Employee may work alone, with or without direction, with one or more people, and at times, may work with a large group of people.
		Work hazards include the following; constantly subjected to injury, death or hostage situation, exposed at times to infectious diseases carried by prisoners, constant high level of mental and emotional stress.
		Worker may be required to work twelve (12) hour days and perform shift work.

EQUIPMENT, TOOLS AND MATERIALS – Must be able to utilize the following:

(Please use **your initials** below to indicate whether you **are** or **are not** capable of performing each duty listed below.)

Yes	No	
		Utilize the following tools and equipment: Telephone, radio, computer, patrol vehicle, calculator, camera, copy machine, hand gun, shotgun, rifle, baton, kobaton, flashlight, handcuffs, shackles, lights/siren/PA system, radar gun, first aid kit, fire extinguisher, and shovel.
		Employee handles paperwork, and evidence.
		Employee utilizes the following work aids: Flares, reflective vest, bulletproof vest, helmet, hearing and eye protection.
		Firearms, both handgun and shotgun, APS baton and Taser.
		Required during the scope of duties to drive an Official Vehicle in a manner that complies with the County Vehicle and Accident Policies.

Acknowledgement

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understood the above position specifications for **Criminal Investigator**. I understand the demands and expectations of the position described and to the best of my knowledge, believe I can perform these duties with or without reasonable accommodations.

Employee's Signature

Date

Please state below in writing any driving violations in your driving history:
