

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
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## JOB DESCRIPTION

**TITLE:** Criminal Investigator

**DEPARTMENT:** LAW & ORDER DEPARTMENT

**SALARY** NON CERTIFIED / PROBATIONARY  
**TPLEO** Grade 9, Step 1 \$25.34 or (\$52,707.20)

CERTIFIED / PROBATIONARY  
**TPLEO** Grade 10, Step 1 \$27.97 or (\$58,177.60), ACADEMY COMPLETION / CERTIFIED, NOT FTO GRADUATE

CERTIFIED AFTER PROBATION  
**LEO** Grade 10, Step 1 \$29.44 or (\$61,235.20), ACADEMY AND FIELD TRAINING PROGRAM COMPLETION / CERTIFIED

**OPENS:** May 24, 2021

**CLOSES:** Until Filled

**CAREER STATUS:** Non-exempt – Conditional upon successful probationary evaluation & budget appropriations.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify your eligibility for preference and your job qualifications. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

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## GENERAL STATEMENT

Provides specific investigative services, associated with the standard and basic criminal investigator duties and responsibilities with the proper operation of patrol division, legal enforcement of the Law & Order Code, Federal Statutes and all applicable laws and ordinances.

Provides assistance to Federal, State, and local law enforcement authorities and appropriate judicial systems. Performs work in compliance of all policies, procedures and directives.

Work shifts include day shift, swing shift or graveyards, holidays, weekends and on call duty.

Assigned shifts may change at any time to provide investigative personal in areas needed. At times flex shifts may be imposed by supervisor as needed. Investigator (s) may have to cover patrol shifts when coverage is needed or other duties assigned; such as election coverage, and special events.

**CRIMINAL INVESTIGATOR**

## **SUPERVISION**

This position is under the direct supervision and evaluated by the Criminal Investigation Lieutenant, the general supervision of the Police Captain and overall supervision of the Chief of Police, who has the final administrative authority and command over all law enforcement operations

## **DUTIES AND RESPONSIBILITIES**

Investigates criminal violations and prepares reports for prosecution of the offense(s) in the appropriate court setting.

Completes investigative reports in a complete, concise, accurate, competent, and timely manner.

Performs and provides appropriate evidence collection and processing, search and arrest warrant preparation and execution, operation plans, court document services, crime scene processing, interviewing, interrogation, victim consultation, and other duties related to the investigation of an alleged criminal offense.

Establishes, interviews, manages, informants and complies with Division of Special Investigations Policy and Standard Operating Procedures. The investigator shall understand and follow the policies and procedures of drug investigative operations. This includes managing buy money and investigative funds.

Provides satisfactory information and assistance to judicial organizations and participates in court testimony of criminal and/or civil judicial cases.

Document crime scenes, buy taking photographs, completes photograph logs.

Provide testimony and evidence before the United States Grand Jury.

Produces emergency service reports, monthly investigative reports, activity reports, and vehicle maintenance logs.

Completing travel reports in a timely manner. The investigator will follow and abide by the Shoshone Bannock Tribes Policy and Procedures regarding Travel.

The investigator will complete in a timely manner all Purchasing Card usage by reconciling every month, and follow the Shoshone Bannock Tribes policy and procedures when using the P-Card.

The investigator will maintain equipment such as: telephones, computer terminals, software, vehicles, defense weapons, firearms, uniforms, and surveillance equipment etc.

Completion of specific tasks as directed by the immediate supervisor, during shift, special events and community activities.

Participates in mandatory in service training sessions.

Works cases assigned utilizing time management skills, and prioritizing cases. All cases will be worked in accordance within the 45 day review.

## **CRIMINAL INVESTIGATOR**

Acquires and maintains a working knowledge of emergency and human resource services and communications available to enhance the performance of the positions duties.

Makes appropriate referrals to public services and judicial system departments.

Provides proper use of external and internal law enforcement information collection, record keeping and management and law enforcement communication skills.

Adheres to the Fort Hall Police Department chain of command, oath of office, code of conduct, policies, procedures and directives.

Maintains a working knowledge of the geographical areas and cultural characteristics of the Fort Hall Indian Reservation.

Maintains a positive and productive working relationship with employment contacts, general public, governmental and public agencies, private organizations, co-workers, superiors and subordinates.

Maintains coordination with other divisions and personnel in an effective and efficient manner.

Adheres to confidentiality of information of the department.

Maintains work punctuality and attendance.

Responds to calls or call outs in a timely manner. (Answers issued phone when called.)

Assists persons in all types of emergency situations.

Operates department vehicle in a safe and legal manner.

Maintains an organized, clean work vehicle. This includes: Emergency equipment, (light and or siren) oil changes, tire rotations, tune ups, windshield repair and battery checks.

Maintains a clean and organized work station.

Performs patrol officer duties and responsibilities as directed or assigned.

Attends and graduates from the Federal Law Enforcement Training Center Criminal Investigation Training Program at Glynco, Georgia or other designated similar course that is acceptable to BIA standards.

Passes and maintains a firearms course with a minimum score of 70%.

All investigators must be medically fit to receive a five second taser exposure and be certified with the taser.

Must be self-motivated and able to stay on task and work with little supervision.

Must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

## **CRIMINAL INVESTIGATOR**

To qualify as a **Certified Criminal Investigator**, applicant must have at minimum of three (3) years prior experience as a Certified Officer or Investigator, AND a graduate from the Federal Law Enforcement Training Center / Criminal Investigation Training Program (FLETC CITP) or BIA recognized certification. Employees must have a good employment record with prior agency.

The applicant cannot have any previous candor, Giglio or credibility issues that may affect testifying or presenting evidence in a court setting.

A **Non-Certified** applicant is an entry-level hire who does not have a basic CITP certificate and needs to attend FLETC (Federal Law Enforcement Training Center) for the United States Indian Police Academy or USIPA Criminal Investigation training.

**\*\*Non-Certified Investigators will remain on probation for a minimum of one year or until successful completion of a certifiable Criminal Investigation Academy recognized by the Bureau of Indian Affairs Law Enforcement Division. The investigator will have to pass a field training program by a certified Field Training Officer to successfully complete the probation period.**

***\*Employees will be eligible for medical / leave benefits after a favorable evaluation score of 3.0 or higher, after the first 90 days of hire.***

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills to provide quality customer service
- Ability to establish and maintain effective working relationship with staff
- Ability to work independently with little supervision
- Demonstrated knowledge of practices and procedures utilized in environment

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

## **QUALIFICATIONS**

Must have a high school diploma or GED.

Must have graduation from Basic Police Academy. (POST, FLETC etc.) (G9)

Must have a valid driver's license.

Must have excellent oral and written communication skills.

**Must have had no felony convictions**, Must have no misdemeanor convictions in the past (15) years. Must have no convictions involving drugs or crimes of dishonest. Must not be under investigation, indictment or on

## **CRIMINAL INVESTIGATOR**

trial for any criminal offense, or convicted of any Domestic Violence offense or any offense involving a firearm or weapons. Applicant must be able to pass a criminal background check to demonstrate applicant's eligibility and suitability in compliance with Tribal, state and federal laws.

**Preferred:**

Bachelor's of Science Degree in Police Science, Criminal Justice, Sociology, or Social Work.

Three years Patrol Officer experience

May be given a psychological, polygraph, written, fitness, medical and drug screen as a pre-condition and continuous requirement of employment.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.

Employment history must prove creditability and dependability.

Self-starter, completes tasks in a timely manner and must possess ability to work independently with little or no supervision. After completing or having completed the Criminal Investigation Training program the employee must be able to put together a detailed case for prosecution with little or no supervision.

Excellent verbal and written communication skills.

Ability to understand and execute a variety of complex written and oral instructions.

Past employment must demonstrate exceptional organizational capabilities.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

**IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official Tribal application.

**Telephone calls are not accepted in place of an employment application or letter of interest. Telephonic interviews will NOT be conducted.**

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribes. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to.

**CRIMINAL INVESTIGATOR**