DENVER
THE MILE HIGH CITY

Office of Human Resources
Criminal Investigator - DL1185

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General Statement of Duties

Performs full performance level semi-complex to complex investigations of conventional crimes, as well as crimes filed and prosecuted through any of the Office's specialized units in support of the statutory requirements of the Office of the District Attorney. Participates in all investigative aspects of the prosecution of cases, from pre-filing through final case disposition.

Distinguishing Characteristics

The Criminal Investigator performs full performance level criminal investigation work. The assignment of semi-complex conventional crimes, as well as complex, and often highly sensitive criminal investigations requiring functioning autonomously under minimal supervision. Knowing and abiding always by the professional standards and ethical requirements set forth in the Rules of Professional Conduct, relevant legal precedent, POST training requirements, and internal professional and ethical expectations of the Office. Requires an exemplary and proactive work ethic and attitude toward criminal investigation and prosecution. The Criminal Investigator is distinguished from the Criminal Investigations Technician which assists with various types of criminal and civil investigations within the DA's Office, which include, but are not limited to inquiries into location of victim/witnesses and defendants, obtaining recorded documentation of reporting parties (911), interviews, executing Court Orders for Non-Testimonial Evidence, evidence handling, determining ownership of seized property and criminal histories. The Criminal Investigator is distinguished from the Criminal Investigator Supervisor by its supervisory duties and proxy responsibilities for the top investigator, its handling of complex and highly sensitive investigations with minimal to no supervision, and the assignment and monitoring of criminal investigator caseloads.

This class is distinguished from the Human Services Investigator class that performs full performance level investigative work relating to civil and/or administrative cases.

Essential Duties

Investigative Process: Responsible for the proper investigation of cases assigned to them. Interview complainants, victims and witnesses without delay, properly identify themselves and if appropriate, periodically consult with complainants and victims regarding the progress of cases until they have been officially closed. Attempt to notify crime victims when there is a change in the status of their case, and include the details in their supplemental report. Keep their supervisor informed on the progress of cases assigned to them.

Trial Preparation: Prepare exhibits for trail, obtain criminal histories, obtain certified court convictions. Locate witness and serve subpoenas. Provide transportation and other logistical support as needed. Make arrangement to ensure safety of victims and witnesses. Assist prosecutor as needed, e.g. crime scene photographs, follow-up interviews with victims and witnesses.

Court Proceedings: Responsible for the proper preparation of court cases and the competent presentation of evidence in court or at hearings. Provide complete and accurate testimony in court proceedings and/or administrative hearings.

Assisting Other Units and Outside Agencies: Provide reasonably requested information and assistance to other units within the Office of the District Attorney and maintain an efficient level of cooperation and coordination in affected areas. Assist and maintain close cooperation and positive working relationships with other law enforcement agencies.

Examination of Physical Evidence: Make requests for the examination of physical evidence to the Forensics and Evidence Division. Solely authorized and vetted authority to conduct property viewings.

Prevention and Suppression of Crime: Through investigative procedures, investigators will direct their best efforts in the prevention and suppression of crime, and in the detection and apprehension of criminal suspects. Under no circumstances will they make public any information that might jeopardize the successful completion of the investigation or the apprehension of a perpetrator.

Investigators employed by the 2nd Judicial District Attorney's Office are expected to perform proactively and consistently with the organizational philosophy of vertical prosecution. Each Investigator works under the direct supervision of the case supervisor and the general direction of their respective team's Chief Deputy District Attorney and Senior Deputy District Attorney. Independent case supervision may be performed by the assigned prosecutor. Work assignments are either minimally or operationally defined and require extensive exercise of independent judgment and planning.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, deals with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner and produces written information which may include technical material that is appropriate for the intended audience.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Problem Solving – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge & Skills

Extensive knowledge of the civil and criminal law enforcement principles, procedures and techniques, statutes and ordinances applicable to the 2nd Judicial District of Colorado; extensive knowledge of the policies and procedures of the Office of the District Attorney. Extensive knowledge of police procedures; ability to gain working knowledge of accounting, polygraph, or other specialized investigative fields. Skill in interviewing; ability to gather, record and synthesize data; demonstrable interpersonal skills. Ability to prepare complete and accurate reports, warrants, affidavits, evidence lists, audio-visual aids, etc. as required for case preparation, filing and prosecution.

Ability to operate standard office equipment, e.g., personal computer, iPad (tablet), fax, and copier. Proficiency in word processing and database programs, at minimum. Familiarity with police investigative databases and software, including criminal information databases and forensic downloading software.

Ability to perform all peace officer related duties; ability to act/react in stressful and threatening situations; ability to control (physically, if necessary) uncooperative individuals; ability to operate and demonstrate skill in the use of vehicles and other related equipment utilized in investigative work.

Ability to complete and maintain firearm qualification standards, required arrest control, and firearms-retention training. Ability to maintain DPD firearm certification.

Ability to independently conduct complicated, sensitive, and long-term criminal investigations under minimal direction.

Ability to adjust and meet the changing demands and needs of the position.

Ability to establish and maintain effective working relationships with superiors, attorneys, fellow investigators, suspects, witnesses, other police agency personnel and the general public; ability to communicate effectively, both orally and in writing, with same.

Level of Supervision Exercised

By position, may be designated primary (or “lead”) Investigator over subordinate investigator on a case-by-case basis. Contingent upon experience, may be required to supervise other investigator(s) in certain facets of their job. May act as case coordinator to cooperating agencies' investigatory personnel.

Education Requirement

Bachelor's Degree in Criminal Justice or a closely related field.

Experience Requirement

Four (4) years of previous police experience, two (2) of which must be at the level of Criminal Investigator (e.g. Police Detective) or any equivalent combination of education and experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Driver’s License at the time of application.

By position, requires certification as a Colorado Peace Officer (POST) at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Makes home visits.
Pressure due to multiple calls and inquiries.
Subject to long irregular hours.

Subject to varying and unpredictable situations including potentially hazardous situations.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Handles emergency or crisis situations.
Subject to may interruptions.
Pressure due to lengthy interviews and interrogations.
Work generally confined to office environment of the field.
Routinely "on-call" and subject to responding to dynamic and potentially dangerous situations at any hour.
Train, participate in and engage in "active shooter" protocols (scenarios) and remain prepared to respond to emergency situations on-site.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: Transporting or moving an object.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon on object so that it moves away from the person.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.

Background Check Requirement

Criminal Check
Employment Verification Psychological Examination Physical Examination

Assessment Requirement

None

Probation Period

At-will position.

Class Detail

Pay Grade: X-000
FLSA Code: N
Established Date: 9/21/2018
Established By: GT
Revised Date: 8/26/2025
Revised By: OM
Class History: 5/29/22 - Revised title; 8/15/25 – Revised Distinguishing Characteristics to include Criminal Investigator Supervisor; 8/26/25 - Correction to Probation Period per 2025 C&C Summer Project - Master Job Spec File Audit.