

**DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
OFFICE OF THE CHIEF  
TRIBAL POLICE PILOT PROGRAM  
420-965-8612-901**

**Employee Name / Vacant**

**JOB TITLE:** Special Investigator

**STATEMENT OF DUTIES:** The Special Investigator is a field investigator for the Tribal Police Pilot Program (TPPP) in accordance with Assembly Bill 134. The Special Investigator conducts independent criminal, civil, and administrative investigations to detect, document, and verify suspected violations of state and federal laws, regulations, and statutory mandates governing participating Tribal Police Departments. The Special Investigator determines the scope and nature of each case, develops investigative plans, gathers and analyzes evidence, interviews witnesses and involved parties, and prepares comprehensive investigative reports supporting administrative action, corrective measures, referral for prosecution, or other enforcement remedies.

**SUPERVISION RECEIVED:** Reports directly to the Special Agent Supervisor.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** See example of duties.

**TYPICAL WORKING CONDITIONS:** Frequent travel throughout the state; field work in remote, rural, and sometimes hazardous environments; exposure to sensitive criminal cases and emotionally charged interviews. May be required to work irregular hours.

**ESSENTIAL FUNCTIONS:**

40% Plans, organizes, and conducts independent criminal, civil, and/or administrative investigations into suspected violations of statutory, regulatory, or policy requirements applicable to TPPP participants. Determines the appropriate investigative approach; develops written investigative plans; gathers documentary, physical, and testimonial evidence; conducts recorded and unrecorded interviews; analyzes compliance failures; and evaluates whether violations of law, regulation, or program mandates have occurred. Ensures compliance regarding evidence storage and handling. This includes providing technical training regarding maintaining citizens complaint records, personnel records, Open Justice reporting, criminal justice statistics reporting, posting of LEA policy, recording of Domestic Violence calls, providing crime data to the Department of Justice (DOJ), mandatory racial/identity/cultural/diversity training, immigration related activities, in-custody deaths, use of force reporting, fatal shooting of unarmed persons by peace officers, and Racial and Identity Profiling stop data. Obtains and verifies evidence to ensure compliance with all policies, procedures, and requirements of AB 134.

- 25% Obtains and presents facts and evidence to support administrative hearings, corrective actions, and/or prosecution. Assists in the preparation of search warrants, inspection warrants, subpoenas, and related legal process when investigative findings support further enforcement action. Serves subpoenas and other official documents as required. Coordinates with federal, state, local, and Tribal law enforcement agencies to secure assistance in complex or multi-jurisdictional investigations. Participates in multi-agency investigations involving potential criminal conduct or systemic statutory violations.
- 20% Develops, organizes, prioritizes, and manages case investigations and uses investigative techniques to locate and interview witnesses, complainants, department personnel, and other involved individuals using formal investigative interviewing techniques. Evaluates the credibility of statements and corroborates evidence through independent verification. Obtains and presents facts and evidence to support administrative action. Prepares clear and concise written reports of investigation activities and findings. Evaluates the compliance of Tribal Police Departments with Federal and State laws based on these reports and makes recommendations. Analyzes records, including evidence storage documentation, citizen complaint files, personnel records, criminal justice reporting submissions, and other documentation relevant to suspected violations. Organizes and synthesizes findings into formal investigative reports detailing facts, analysis, and conclusions.
- 10% Conducts post-investigation verification reviews to determine whether identified violations have been corrected and whether program participants remain in compliance with statutory mandates. Develops investigative summaries documenting ongoing compliance status and risk assessment. Provides investigative findings to the Special Agent Supervisor and recommends enforcement action, corrective measures, or further investigative steps based on evidence collected.
- 5% May also be asked to assist with investigations conducted by the Tribal Assistance Program (TAP) related to Missing and Murdered Indigenous Persons (MMIP) investigations or other criminal matters by conducting database queries, reviewing case materials, and pursuing investigative leads consistent with assigned authority.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

Date

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Supervisor's Signature

Date