

SENIOR CRIMINAL INVESTIGATOR (PROM)

NYS #77-034 RC/EL #22093

Examination to be held **June 11, 2022**; Last filing date **June 1, 2022**

A \$30 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

VACANCY: One in the Rockland County District Attorney's Office.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also complete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is technical criminal investigation work of a complex nature that involves the responsibility for coordinating, investigating, and overseeing assigned criminal investigations to assist in the legal work of the District Attorney. This position is distinguished from Criminal Investigator by the responsibility for the investigation of more difficult cases and the independence involved in the use of technical skills to conduct investigations. Supervision is provided to Criminal Investigators and support staff. Supervision is received from the Chief Criminal Investigator and Supervising Criminal Investigator and/or the District Attorney. This work requires incumbents to be on call nights and weekends. Does related work as required.

MINIMUM QUALIFICATIONS: You must be currently employed by the Rockland County District Attorney's Office and have three (3) years of permanent competitive class status there as a Criminal Investigator or Criminal Investigator with any parenthetical language designation immediately preceding the date of the written examination. In addition, your experience must include:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and seven (7) years full-time experience as a sworn member of a law enforcement agency (e.g., Police Officer, DEA Agent, FBI Agent) or full-time paid work experience, which substantially involved investigative work and investigative analysis, and supervision of subordinates; or
2. A Bachelor's degree and five (5) years full-time experience as a sworn member of a law enforcement agency (e.g., Police Officer, DEA Agent, FBI Agent) or post-degree full-time paid work experience, which substantially involved investigative work, investigative analysis, and supervision of subordinates; or
3. A Master's degree in Criminal Justice, Criminology, Forensic Science, Forensic Accounting, Forensic Psychology, or a related field and two (2) years full-time work that involved investigative work, investigative analysis, and supervision of subordinates; or
4. A Juris Doctorate from an American Bar Association accredited school and one (1) year full-time work experience that involved investigative work, investigative analysis, and supervision of subordinates.

SPECIAL REQUIREMENTS:

1. (a) Certification of Completion of the New York State Municipal Police Training Council (NYSMPTC) Basic Course for Police Officers, the New York State Police Academy (NYSP) Basic Course for Police Officers, the New York City Police Department (NYCPD) Basic Course for Police Officers, graduation from the FBI Agents Academy*, the DEA Agents Academy*, or other Federal Academies* for full time Federal Agents; or
(b) The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. Possession of a valid New York State motor vehicle license.
3. Satisfactory completion of minimum medical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
4. Satisfactory completion of a pre-employment drug screen, background and fingerprint check.

NOTES:

1. A police officer, including Federal law enforcement officers (e.g., FBI agent, DEA agent, etc.), who has been separated from service for four or more years, but less than ten years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.
2. Police officers, including Federal law enforcement officers (e.g., FBI agent, DEA Agent, etc.) who have been separated from service for ten years or more shall not be qualified.

*Candidates qualifying under Federal law enforcement programs must successfully complete a "Police Refresher Course" offered by the Bureau for Municipal Police as to New York State Laws within one year of appointment.

SEE NEXT PAGE

SENIOR CRIMINAL INVESTIGATOR (PROM) #77-034 (CONTINUED)

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, August 11, 2022; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

1. **Evaluating information and evidence** – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
2. **Investigative techniques and criminalistics** – These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.
3. **New York State Laws – Police** – These questions test for knowledge of the laws in effect on January 1, 2022 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
4. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
5. **Understanding and interpreting written material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
6. **Preparing written material in a police setting** – These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION

STUDY GUIDE AVAILABLE: A Guide for the Written Test for Police Supervisors/Investigators is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Date Issued: 04/27/2022