

## **CRIMINAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical criminal investigative work of a moderately difficult nature which involves a selection of the methods and resources for making inquiries and in establishing and correlating facts concerning complaints, suspected or committed crimes. The essential purpose of such investigations is to accumulate valid evidence to assist in the legal work of the District Attorney. There is considerable independence in the planning investigative procedures, although technical direction of difficult cases may be received from a Senior Criminal Investigator. This work requires incumbents to be on call nights and weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts field investigations of major crimes committed in the county including murders, robberies, assaults, rapes, etc.;

Conducts field investigations of gambling, narcotics and other organized criminal activity;

Prepares cases for all stages of criminal prosecution, including responsibility for the chain of evidence and the interviewing of witnesses for Grand Jury presentments and trials;

Conducts field and in-office investigations of white-collar and fraud cases, including but not limited to cases referred directly from the Department of Social Services;

Conducts investigations involving public officials, officers or their employees in the course of their public functions;

Prepares daily and case progress reports;

Travels out of state on investigations, as well as, extradition proceedings and takes custody of prisoners;

Other work as assigned by the District Attorney;

May conduct special investigations, prepare special reports, etc. as assigned by the District Attorney.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of criminal investigative techniques and procedures; good knowledge of the laws of arrest; working knowledge of rules of evidence and court proceedings; ability to organize and conduct routine criminal investigations; ability to prepare and present precise written and verbal reports; ability to establish and maintain friendly and cooperative relations with law enforcement agencies; ability to deal with people effectively; ability to use firearms.

### **MINIMUM QUALIFICATIONS:**

1. Graduation from high school or possession of an equivalency diploma and seven (7) years of investigative experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or comparable experience as a sworn member of a law enforcement agency; or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of investigative experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or comparable experience as a sworn member of a law enforcement agency; or
3. A Bachelor's degree and three (3) years of investigative experience as a sworn member of a law enforcement agency (e.g. Police Officer, DEA Agent, FBI Agent) or comparable experience as a sworn member of a law enforcement agency.

(over)

**SPECIAL REQUIREMENTS:**

1. 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, or graduation from the FBI Agents Academy\*, the DEA Agents Academy\*, or other Federal Academies\* for full time Federal Agents.
2. Possession of a valid New York State motor vehicle license.

**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.

R.C.D.P. (03.20.2017) 03.15.2019  
Competitive