

## **DIRECTOR, DRUG TASK FORCE\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is management and supervisory work of a highly confidential and complex nature involving responsibility for planning, implementing, and overseeing policies and procedures for a comprehensive undercover and specialized criminal investigation program carried out by the Rockland County Drug Task Force. The work is distinguished from that of the Assistant Director, Drug Task Force in the degree of responsibility for independent decisions and policy development. The work is performed under the direction of the Chief Criminal Investigator and the general supervision of the District Attorney and supervision is provided to task force personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops policies and procedures for highly sensitive and confidential undercover operations and activities in order to prevent the trafficking of illegal drugs and substances, and to arrest those involved in such illegal activities;

Meets with the Chief Criminal Investigator and the District Attorney to discuss operations and make recommendations regarding the development of policies, procedures, and goals;

Selects and develops training goals and programs for task force investigators;

Plans and directs the activities of staff involved in undercover and confidential investigations of drug traffickers;

Oversees the expenditures of the Drug Task Force;

Oversees and participates in the preparation of the annual Drug Task Force budget;

Supervises the intake and recording of evidence and its safekeeping;

Conducts investigations of field operations and may participate in same;

Disburses investigative funds and reconciles expenditures of same;

Makes recommendations to the District Attorney for the purchase of task force equipment;

Reviews reports submitted by investigators;

Evaluates the effectiveness of investigations and undercover operations and develops policies and procedures, as needed, to revise operations;

Maintains contact with local police departments concerning officers who may be assigned to the Drug Task Force;

Meets with other local and New York State law enforcement agencies, as needed;

Prepares reports as required.

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

Thorough knowledge of the principles and practices of undercover investigative work; thorough knowledge of law enforcement practices and procedures, especially as they pertain to the surveillance and investigation of illegal drugs and substances; good knowledge of the communities and diverse cultural groups in Rockland County; good knowledge of trends in the trafficking of illegal drugs and substances; ability to conduct undercover criminal investigations; ability to supervise a large staff; ability to establish and maintain effective working relationships with others, especially local police departments and law enforcement agencies; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Qualifications will be determined by the District Attorney.

\*This reflects a retitling of Director, Narcotics Task Force.

R.C.D.P. (07.21.2015) 12.10.2019  
Exempt