

## **SENIOR CRIMINAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized investigative work of a complex nature which involves the responsibility for coordinating, investigating and supervising the investigation of crimes, offenses and violations of law to assist in the legal work of the District Attorney. This position is distinguished from Criminal Investigator by the responsibility for the supervision of others, the investigation of more complex 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/or the District Attorney and involves the exercise of considerable independent judgment. Incumbents are Police Officers as defined by Article 1.20(34)(g) of Criminal Procedure Law. This work requires on call duties including nights and weekends. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and conducts investigations of suspected criminal activity and crimes committed in the County including, but not limited to activity involving homicides, robberies, fraud, extortion, assaults, rapes, gambling, narcotics, white-collar crimes, organized criminal activity, and cases involving public officials, officers or their employees in the course of their public functions;

Supervises and assigns work to Criminal Investigators and support staff, assists in the resolution of work-related problems, reviews work to monitor progress, and is responsible for all performance management;

Prepares evidence and interviews witnesses for Grand Jury presentations and County court trials;

Prepares case progress reports;

Testifies in criminal proceedings, as necessary;

Maintains liaison with law enforcement agencies in order to exchange information and ensure the proper conduct of investigations;

May travel out of state on investigations, as well as extradition proceedings and to take custody of prisoners;

May serve subpoenas and execute warrants of arrest;

May conduct audio, visual and other electronic surveillances;

May train new staff by explaining Unit rules, guidelines, work objectives and procedures;

May conduct special investigations, prepare special reports, and do other related work as assigned by the District Attorney or a designee.

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

Thorough knowledge of investigation techniques and proceedings; thorough knowledge of New York laws and rules; thorough knowledge of investigative interviewing techniques; good knowledge of the laws of arrest; good knowledge of rules of evidence and court proceedings; ability to organize and conduct complex criminal investigations; ability to analyze and apply legal principles; ability to communicate effectively, and to prepare and present precise written and verbal reports; ability to establish and maintain cooperative and effective relations with others; ability to supervise subordinate staff.

### **MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and seven (7) years of post-degree, paid supervisory experience as a sworn member of a law enforcement agency (e.g. Police Sergeant, Supervisory Special DEA Agent, Supervisory Special FBI Agent), which substantially involved investigative work and investigative analysis; or

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2. A Bachelor's degree and five (5) years of post-degree, paid supervisory experience as a sworn member of a law enforcement agency (e.g. Police Sergeant, Supervisory Special DEA Agent, Supervisory Special FBI Agent), which substantially involved investigative work and investigative analysis; or
3. A Master's degree in Criminal Justice, Criminology, Forensic Science, Forensic Accounting, Forensic Psychology, or a related field and two (2) years of post-degree, paid supervisory experience as a sworn member of a law enforcement agency (e.g. Police Sergeant, Supervisory Special DEA Agent, Supervisory Special FBI Agent), which substantially involved investigative work and investigative analysis; or
4. A Juris Doctorate from an American Bar Association accredited school and two (2) years of post-degree, paid supervisory experience as a sworn member of a law enforcement agency (e.g. Police Sergeant, Supervisory Special DEA Agent, Supervisory Special FBI Agent), which substantially involved investigative work and investigative analysis.

**NOTE:** The required experience as outlined above must have been on a full-time basis.

**SPECIAL REQUIREMENTS:**

1. A. At the time of appointment, 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

\*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.

- B. The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. A. A Police Officer, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.), who has been separated from service for four (4) or more years, but less than ten (10) years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.
- B. Police Officers, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.) who have been separated from service for ten (10) years or more shall not be qualified under a prior Municipal Police Basic Training program.
3. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

4. Prior to appointment, candidates must meet minimum medical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
5. Prior to appointment, satisfactory completion of a pre-employment drug screen, background and fingerprint check.
6. **Public Officer Requirements:**
  - A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States.
  - B. Residence: As specifically set forth in the Public Officers Law (Section 3).
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

**PROMOTION:** Three (3) years of permanent status as a Criminal Investigator or a Criminal Investigator with a parenthetical language designation.