

## **SENIOR CRIMINAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in field investigations (e.g., interviews crime victims & witnesses, searches for and preserves physical evidence) of major crimes committed in the County including murders, robberies, aggravated felonious assaults, rapes, etc.;

Conducts field investigations for cases involving matters such as gambling, narcotics and extortion;

Supervises and assigns work to Criminal Investigators and support staff by assisting in the resolution of work-related problems and reviews work to monitor progress;

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

Makes field and in-office investigations of fraud cases referred directly from County Department Heads or other Executives;

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

Prepares case progress reports;

Travels out of state on extradition proceedings and takes custody of prisoners;

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 serve subpoenas and execute warrants of arrest;

May conduct audio, visual and other electronic surveillances

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

May manage subordinates by determining work schedules, managing performance, recommending disciplinary action, as appropriate, etc.

### **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 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  
(over)

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.

**PROMOTION:** Three (3) years of permanent status as a Criminal Investigator.