

## **SUPERVISING CRIMINAL INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional criminal investigation work of a difficult nature that primarily involves overseeing the day-to-day operations of the Criminal Investigations Division of the Office of the District Attorney in order to ensure compliance with regulations, policies, and procedures and the effective investigations of criminal activity. The work is distinguished from that of a Senior Criminal Investigator in the responsibility for overseeing investigative functions, the independent judgment that is exercised, especially regarding the interpretation of policies, procedures, and laws, and the complexity of the cases that are investigated. General direction is received from the Chief Criminal Investigator and direct supervision is provided to Criminal Investigators and Senior Criminal Investigators. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Administers all units of the Criminal Investigations Division (e.g., Special Investigations Unit, Public Corruption Task Force, Organized Crime Task Force) by interpreting policies and procedures, ensuring adherence to rules, regulations, and procedures regarding investigations, developing policies and procedures, as needed, etc.;

Supervises Criminal Investigators and Senior Criminal Investigators by determining work schedules and priorities, managing performance, recommending disciplinary actions, as appropriate, etc.;

Acts as liaison with local, New York State, and federal law enforcement agencies in order to gather and provide information related to criminal activities, plan and coordinate investigations and ensure the proper conduct of investigations, develop investigatory goals in accordance with rules, regulations and the policies of the District Attorney, etc.;

Acts as liaison with community organizations and citizen groups to provide information about crime prevention methods, gather information pertinent to investigations, resolve citizen complaints, etc.;

Supervises and participates in investigations;

Attends a variety of meetings (e.g., COMPSTAT), as assigned;

Completes special projects, as assigned;

Monitors and assesses investigations in order to identify training needs for investigators;

Purchases equipment and other resources needed to support investigations;

Prepares a variety of reports;

Acts for and in place of the Chief Criminal Investigator, as needed;

May testify in criminal proceedings;

May serve subpoenas and execute warrants of arrest.

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

Thorough knowledge of procedures, methods, and techniques of criminal investigation; thorough knowledge of laws of arrest; thorough knowledge of the New York State Penal Law and Code of Criminal Investigations, especially as they pertain to investigations; thorough knowledge of law enforcement agencies and procedures in the County of Rockland; thorough knowledge of the rules of evidence; ability to plan and implement criminal investigations; ability to supervise the work of others; ability to establish and maintain cooperative relations with others, especially those involved in law enforcement and criminal investigations; ability to communicate effectively, both orally and in writing; ability to prepare reports; ability to use firearms.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Criminal Justice, Police Science, Criminal Law or comparable curriculum and five (5) years of experience in law enforcement in a police department or agency, at least three (3) years of which must have substantially included criminal investigation.

(over)

**SPECIAL REQUIREMENT:** Possession of a valid motor vehicle license.

**PROMOTION:** Six (6) months of permanent competitive class status as a Senior Criminal Investigator immediately preceding appointment as a Supervising Criminal Investigator.

R.C.D.P. 04.12.2018  
Competitive