

SUPERVISING CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory and professional criminal investigation work of a complex 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, Senior Criminal Investigators, and support staff. 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 New York laws and rules, including, but not limited to: the New York State Penal Law and Code of Criminal Investigations, laws of arrest, and rules of evidence; good knowledge of law enforcement agencies and procedures in the County of Rockland and/or New York State; ability to organize, implement and oversee criminal investigations; 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.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree 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 post-degree full-time paid work experience, at least five (5) years of full-time work experience of which substantially involved investigative work, investigative analysis and supervision of subordinates; or
2. A Master's degree in Criminal Justice, Criminology, Forensic Science, Forensic Accounting, Forensic Psychology, or a related field and five (5) years full-time work that substantially involved investigative work, investigative analysis and supervision of subordinates; or
3. A Juris Doctorate from an American Bar Association accredited school and three (3) years full-time work experience that substantially 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: Two (2) years of permanent status as a Senior Criminal Investigator.

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Competitive