

DISTINGUISHING FEATURES OF THE CLASS: This is specialized police work involving the primary responsibility of plain clothed law enforcement officers gathering facts and collecting evidence for criminal cases for the purpose of arrest and conviction of offenders. This includes apprehending those offenders who elude arrest at the hands of the patrol unit and investigating incidents and offenses including but not limited to death cases, sex offenses, violent felony offenses, burglary and stolen property offenses, gambling offenses, Internet crime offenses and controlled substance offenses. A detective may be assigned to interagency task forces who work in areas of specific crimes, including drug enforcement and family violence. The work involves a considerable amount of verbal interaction and communication with offenders, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The work is performed under the general supervision of higher-ranking titles with wide latitude and discretion being given to perform appropriate investigations and interrogations. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Carries out investigations to solve criminal cases and to prevent crimes as reported by uniformed patrol and assigned accordingly by supervisor;

Pursues the apprehension of known offenders by surveillance and varying searches as applicable including credit card and Internet searches;

Handles the technical aspects of investigations including the management of a crime scene, securing proper warrants, exercising proper evidence collection and preservation, and proper searches

and seizures according to procedural law;

Investigates suspected persons and questions witnesses;

Examines scene of crime to obtain clues and gather evidence to collate an accurate conclusion regarding an investigation;

Conducts interrogations of criminals or suspects to get information and/or confessions of criminal behavior;

Investigates known or suspected criminals and/or facts of a particular case to detect planned criminal activities or clues;

Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information;

May monitor autopsies performed by the Coroner to document findings and to photograph body for crime scene reconstruction or evidentiary purposes;

Arrests or assists in the arrest of criminals or suspects;

Records and reports progress of investigations to commanding officer and appropriate parties;

Prepares assigned cases for court account accordingly to formalized procedures;

Testifies before court and grand jury;

Writes reports and maintains meticulous records regarding investigations;

Exercises supervision of uniformed personnel during management of a crime scene investigation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the modern principles and practices of law enforcement work;

thorough knowledge of the New York State Penal Law, Criminal Procedures Law and local

ordinances; thorough knowledge of criminal investigation procedures and techniques; good knowledge in the use and safety precautions of weapons and their capabilities; skill in investigation and interrogation; skill in collecting and preserving evidence; ability to read and understand laws, rules and regulations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to articulate thoughts on the applications for search warrants relevant to criminal procedures law; ability to prepare narrative reports and record information accurately; ability to prioritize own work and work of others; good power of observation; good memory; sound judgment; honesty; and integrity.

**MINIMUM QUALIFICATIONS:** Two (2) years of full time current continuous permanent competitive class status as a Police Officer with the Village of Monticello.

**Special Requirement:**

1. At time of appointment, a candidate for this position must possess a New York State Driver's License appropriate to the vehicle(s) to be operated.
2. At time of appointment, a candidate for this position must meet the requirements for appointment as provided by applicable law, rule and regulation.
3. Detective Sergeants and Detectives are required to be on stand by and may work long hours during investigations.

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Last Reviewed: 11/15/2002  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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