

**DISTRICT ATTORNEY'S INVESTIGATOR/COORDINATOR 117
OF THE COMMUNITY POLICING UNIT**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration and coordination of the County-wide Community Policing Unit. The incumbent will be responsible to ensure the unit provides a minimum of 149 investigations, and to enhance investigations, especially drug related investigations in order to bring better-prepared cases to prosecution. This individual will be responsible to provide surveillance and drug interdiction techniques training, along with training on specific issues and techniques that will improve case preparation for prosecution, to the police officers assigned to the Community Policing Unit. Work is performed under general direction of the District Attorney with wide leeway for independently conducting investigations and otherwise performing the duties of the position.

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.*

Schedules, coordinates, identifies, leads and conducts confidential investigations with the police officer members of the Community Policing Unit;

Trains members of the Community Policing Unit on surveillance and drug interdiction techniques;

Provides insight into specific issues and techniques that will improve case preparation for prosecution;

Trains members of the Community Policing Unit on specialized surveillance equipment;

Maintains specialized equipment;

Identifies target areas for investigations;

Participates in or conducts undercover investigations of suspected criminal activity;

Consults with trial prosecutor to discuss case facts and history;

Assists in trial preparation by reviewing and evaluating evidence and locating,

transporting and preparing witnesses;

Testifies in criminal proceedings as required;

Prepares reports and correspondence as required;

Responsible for maintaining physical evidence for cases on appeals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of criminal investigation procedures, methods and techniques, including interviewing, interrogation, evidence gathering/preservation, and surveillance; thorough knowledge of New York State Laws relating to criminal law enforcement duties, including the Penal Law and the Criminal Procedure Law; thorough knowledge of statutes and case law relating to arrests, rules of evidence, and court procedures; skill in conducting and coordinating criminal investigations; ability to train law enforcement personnel in the procedures, methods, and techniques of under cover narcotics investigations, surveillance and drug interdiction; ability to plan and supervise the work of others; ability to participate in sensitive investigative activities and to maintain an impeccable confidentiality in the discharge of the duties of the position; ability to retain the trust and confidence of the District Attorneys, the local Police Chiefs and the members of the Community Policing Unit; ability to effectively interview victims and witness; ability to maintain accurate records

and reports; ability to work effectively with other law enforcement agencies; ability to testify in court and Grand Jury proceedings; ability to analyze evidence and develop investigative leads; ability to make clear and accurate oral and written reports; ability to understand and interpret complex written material; ability to present evidence in physical, written or oral form; good observation skills; integrity and honesty; initiative and resourcefulness; and sound judgment.

MINIMUM QUALIFICATIONS: Either

- (A) Possession of a bachelors degree in criminal justice and four years of experience as police officer*, including extensive experience in narcotics investigations, undercover work, electronic surveillance, two years of which shall have involved the supervision of police officers and or investigators in the investigation of criminal offenses; or
- (B) Eight years of experience as described in (A) above, two years of which shall have involved the supervision of other Police Officers; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

* police officer as defined by section 1.20 of Criminal Procedure Law

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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