

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the investigation of criminal complaints both independently and in conjunction with other law enforcement agencies. The work involves handling of evidence, evaluation of criminal complaints, interviewing witnesses, reviewing evidence with law enforcement agencies and preparation of investigative reports. Work is performed under general direction of the District Attorney with substantial 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.*

Identifies leads and conducts confidential investigations including gathering, assembling, preserving
and reporting facts and evidence;

Interviews crime victims, witnesses and suspects;

Conducts searches for physical evidence;

Conducts audio and visual surveillance, overtly or covertly listening to, observing and photographing
individuals and locations involved in complaints;

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;

Checks criminal history of defendants;

Maintains specialized equipment;

Identifies target areas for investigations;

Participates in or conducts undercover investigations of suspected criminal activity;

Participates in training with E JUSTICE for purposes of training and certifying operators of

the New York Statewide Police Information Network (NYSPIN);

Arranges for extradition and rendition of fugitives, including application for Governor's warrants as required;

Is responsible for the receipt, custody, and care of evidence presented to the Grand Jury or trial court, and disposes of evidence at the conclusion of the case;

Responsible for maintaining physical evidence for cases on appeal;

Prepares and delivers to the District Attorney specialized subpoenas for witnesses, records, telephone tolls, etc;

Serves as the District Attorney's representative in overseeing police monitoring of court authorized Eavesdropping warrants;

Maintains a supervisory role in the monitoring of Ignition Interlock devices on all defendants convicted of Driving While Intoxicated;

Reviews and prepares written reports on recorded interviews of criminal defendants;

Executes warrants of arrest and arrests without a warrant pursuant to New York Criminal Procedure Law;

Prepares correspondence and reports as required;

May serve legal processes.

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

TERISTICS: 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; thorough knowledge of statutes and case law relating to arrests, rules of evidence, and court procedures; skill in conducting criminal investigations; 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 Attorney; ability to effectively interview victims and witnesses; 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 difficult written material; ability to prepare and maintain accurate records and reports utilizing common office software and other programs as required; ability to work effectively with other law enforcement agencies; ability to present evidence in physical, written, or oral form; ability to disseminate information and instructions in a clear and efficient manner; strong leadership skills; good observation skills; integrity and honesty; initiative and resourcefulness; and sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Criminal Justice and four (4) years of experience as a Police Officer with an MPTC or equivalent certifications*,

including training in homicide and death investigations, narcotics investigations, covert surveillance training and sex crime investigations, with extensive experience in felony level criminal investigations as an investigator/detective, three (3) years of which shall have involved the supervision of other Police Officers; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in Criminal Justice and six (6) years of experience as described in (A) above, three (3) years of which shall have involved the supervision of other Police Officers ; or

(C) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience as described in (A) above, three (3) years of which shall have involved the Supervision of other Polices Officers.

*refers to the candidate's having received certification of completion of the Police Basic Course Practice and Procedure as set forth in NYCRR 6020

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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Last Reviewed: August 1, 1995

Jurisdictional Class: Exempt

Public Hearing: 9/14/98

NYS Civil Service Commission Approval: 9/14/98

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Revised and Replaced in Classplan: 2/1/2023

Revised and Replaced in Classplan: 3/31/2025 (Edu)