

## INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for investigating crimes and offenses in violation of law. The incumbent secures and reports facts and information by interview, observation and investigation. This position is characterized by the performance of extensive field activities concerned with gathering information for use in criminal proceedings. The work is performed under the general supervision of the Senior Investigator, Undersheriff, Sheriff, Police Chief or Police Commissioner. Does related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation of crimes and offenses against the law; Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest of individuals and the indictment and prosecution of cases; Evaluates information gathered and make conclusions based on it; Conducts field investigations of either reported or suspected violations of law; May coordinate and oversee the work of subordinate personnel; Executes warrants as directed by the courts or other police agencies, arresting suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity; Testifies in court regarding the investigations conducted and evidence collected; Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern police procedures, law enforcement and investigation techniques; Good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Good knowledge of the geography of employing agency; Familiarity with the operation of radio and VDT equipment; Good oral and written communication skills; Skill in the use of firearms; Ability to comprehend complex written material; Record keeping ability; Ability to deal firmly yet courteously with the public; Sound judgment and powers of observation; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and five years of experience in law enforcement, three years of which must have included investigative experience.

- A. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences\* and three years experience as a police officer/deputy sheriff; Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service\*\* and three years experience as a police officer/deputy sheriff; Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and three years experience as a police officer/deputy sheriff; Or
- D. An equivalent combination of training and experience as indicated in (A), (B)and (C) above.

NOTE: \*Behavioral Sciences are limited to psychology, sociology and anthropology.

\*\* Military duty is defines as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

Note: Jurisdictions may require individuals to complete a supervisory course provided by the Division of Criminal Justice Services, Bureau of Municipal Police prior to permanent appointment.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.

B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Adopted 3/8/06

Reviewed 8/24/07; 5/14/15

Revised 4/1/11; 10/1/15; 12/28/17