

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CRIMINAL INVESTIGATOR

TITLE ABBREVIATION: CRIM INVEST **TITLE NO.:** 6238

JURIS.CL: NC **SALARY CODE:** 65 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: DISTRICT ATTORNEY

DIVISION:

SUPERVISOR'S TITLE: CHIEF CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves the investigation of criminal complaints both independently and in conjunction with outside police agencies. The work also involves handling of evidence, evaluation of criminal complaints and trial preparation activities. Significant independent action is required in conducting investigations of suspected or actual criminal activity. General supervision is received from the Chief Criminal Investigator. Incumbent must be available on 24-hour a day call, 7 days a week, to respond to crime scenes as directed by the District Attorney or the Chief Criminal Investigator. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Interviews crime victims, witnesses, and persons suspected of having committed a crime, obtaining statements from each;
2. Searches for or assists in the search for and preservation of physical evidence;
3. Conducts audio and visual surveillances, overtly or covertly listening to, observing and/or photographing individuals and locations involved in complaints;
4. Assists in trial preparation by review and evaluation of evidence, locating, transporting, and preparing witnesses;
5. Testifies in criminal proceedings as required;
6. Arranges for all extradition and rendition of fugitives, including application for governor's warrants when required;
7. Maintains responsibility for the receipt, custody and care of all items of evidence presented to the Grand Jury and County Court;

-Continued-

8. Maintains records cataloging and describing all items of evidence which are secured for future prosecution including items of stolen property, firearms, narcotics and dangerous drugs, and personal belongings;
9. Responsible for the proper disposition of all items of evidence at the conclusion of the prosecution of cases;
10. Responsible for maintaining physical evidence for all cases which are on appeal;
11. Responsible for the care, custody, and maintenance of specialized surveillance equipment which is the property of the District Attorney's Office, including audio and video recording devices, eavesdropping devices, surveillance cameras, and other items;
12. Prepares and delivers to the District Attorney specialized subpoenas for witnesses, records, telephone tolls, and pen registers;
13. Serves as the District Attorney's representative in overseeing police monitoring of court-authorized eavesdropping warrants;
14. Maintains liaison with all law enforcement agencies to exchange criminal intelligence and to ensure the conduct of proper investigations.
15. Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the procedures, methods and techniques of criminal investigation; thorough knowledge of the New York State Penal Law and the Criminal Procedure Law; ability to interview crime victims and witnesses; ability to plan and carry out independent criminal investigations; ability to maintain accurate records and reports; ability to work with outside police agencies on a local, State and federal level; ability to testify in Court and Grand Jury proceedings; ability to analyze evidence and develop investigative leads; resourcefulness; good powers of observation and deduction; good interpersonal skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Criminal Justice or a police science related field and six (6) years of experience in an investigative capacity with a law enforcement agency as a police officer; OR
- B. Completion of 60 college credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Criminal Justice or a related field and eight (8) years of experience as described in (A) above; 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; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENT: Incumbent must possess certification to serve as a Police Officer as required by Section 1.20(34)(g) of the Criminal Procedure Law. This includes, but is not limited to, certification issued by the Bureau of Municipal Police, graduation from the NYS Police Academy, the NY City Police Department Academy, or any equivalent New York State institution certifying the individual with Police powers.

SPECIAL NOTE:

- 1. Must maintain certification in the use of firearms.
- 2. Must possess at time of appointment and maintain valid Class D driver's license.