

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** DEPUTY CHIEF CRIMINAL INVESTIGATOR

**TITLE ABBREVIATION:** DEP CHF CRIML INVEST

**TITLE NO.:** 563340

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

**DEPARTMENT:** DISTRICT ATTORNEY'S OFFICE

**SUPERVISOR'S TITLE:** CHIEF CRIMINAL INVESTIGATOR

\*Jurisdictional Classification Pending Approval of New York State Civil Service

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this class is responsible for supervising and performing investigations of complaints which are handled through the District Attorney's Office. Under general supervision, an incumbent of this position assists in coordinating the operations of the District Attorney's Criminal Investigation Unit. Responsibilities include assisting in the supervision of Criminal Investigators in assembling evidence in order to contribute to gaining a conviction in a Court of Law or to warrant a Grand Jury hearing preparatory to a possible indictment. 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. The Deputy acts for and in place of the Chief in his/her absence. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews and coordinates operations and is responsible for the discipline and efficiency of all assigned personnel;

Oversees preparation and submission of reports, making a daily review of such reports and bringing all exceptional matters to the attention of the Chief Criminal Investigator;

Exercises general supervisory responsibilities over senior criminal investigators in the performance of their duties related to criminal cases;

Performs the duties and responsibilities of the Chief Criminal Investigator in his absence;

Assists in the allocation of investigative personnel to investigations being conducted by the District Attorney's Office;

Coordinates with the GIVE project manager for strategies in combatting violent crimes;

Assists in evaluations and applies job performance criteria to the work of subordinate members of the Investigative Unit;

Develops intelligence, procedural and tactical plans for use as operating guidelines by assigned personnel; directs raids and supervises police activities during investigations and raids;

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Participates in liaison conferences with representatives of other law enforcement agencies;

Assists Federal, State and Local enforcement agencies with investigations and maintains a good working relationship with the above agencies;

Receives information and prepares reports of findings of investigations and/or other significant matters within area of operations;

Supervises and assists with administrative details pertaining to departmental reports, operations, maintenance, files, equipment and personnel;

Supervises searches for circumstantial and physical evidence, wire tapping to obtain leads in gathering evidence, service of subpoenas and execution of warrants of arrest;

Supervises the investigations of places and locations pertaining to complaint cases;

Supervises the handling of equipment charged to the District Attorney's Office and is held accountable for the necessary maintenance and repairs of same;

Assists in the assessment of Unit's needs and participates in the preparation of annual budget requests.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the procedures, methods, and techniques of criminal investigation; thorough knowledge of wiretapping devices and procedures; knowledge of the general organization and operation of the District Attorney's Office; knowledge of the New York State Penal Law and Criminal Procedure Law, ability to plan, supervise and carry out criminal investigations; ability to deal with people; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; tact; thoroughness; resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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 plus four (4) years of law enforcement experience supervising or coordinating narcotics, gang, or criminal enterprise investigations; OR

B. Graduation from high school or possession of a high school equivalency diploma plus eight (8) years of experience as defined above; OR

C. Any equivalent combination of training and experience as defined by (A) and (B) above.

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**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 and maintain valid Class D driver's license.

ADOPTED: 7/10/21 AT