

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PROGRAM INTEGRITY OFFICER

TITLE ABBREVIATION: PROG INT OFF **TITLE NO.:** 6566

JURIS.CL: NC **SALARY CODE:** 02 **EEO CODE:** PS **FLSA CODE:** NE

DEPARTMENT: OFFICE OF THE SHERIFF **DIVISION:**

SUPERVISOR'S TITLE: UNDERSHERIFF/SHERIFF

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for ensuring compliance with established police and corrections professional standards and for conducting officer integrity checks and internal investigations into allegations of officer corruption and/or misconduct. Work is performed under the general supervision of the Undersheriff. The work is performed in accordance with established office policies with wide latitude for independent judgment in carrying out the work assignment. Incumbent is required to work irregular hours and weekends in performing investigative work.

TYPICAL WORK ACTIVITIES:

Conducts officer integrity checks and internal investigations into allegations of officer corruption and/or misconduct;

Interviews witnesses and targets of internal investigations;

Conducts covert physical surveillance utilizing electronic, audio and video recording equipment;

Searches for, gathers and secures evidence;

Utilizes computers and field intelligence equipment in conducting investigations and report preparation;

Keeps accurate written records and reports of all investigative activity;

Completes and files classified and confidential reports with the Sheriff as required;

Reviews office policies and forms and ensures compliance with established professional police and corrections professional standards;

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Maintains working relationships with Sheriff and Corrections command staff and other agencies;

Completes special assignments as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the methods employed in conducting internal investigations; thorough knowledge of established police and corrections professional standards; ability to utilize covert surveillance equipment; ability to plan and carry out effective internal investigations; ability to work with local, State and Federal authorities; ability to communicate effectively both orally and in writing; ability to maintain accurate records and reports; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credit hours and eight (8) years experience in an investigative capacity with a law enforcement agency as a police officer; OR
- (B) Graduation from high school, or possession of a high school equivalency diploma and ten (10) years experience as outlined in (A) above; OR
- (C) An equivalent combination of the training and experience as indicated in (A) and (B) 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 within ninety (90) days of appointment. 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.

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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.