

CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chief Criminal Investigator and the Second Deputy District Attorney, incumbents conduct investigations of violations, actual or suspected, of the New York State Penal Law and other statutes, pro-actively and reactively, in conjunction with the Westchester County District Attorney Office's various divisions and bureaus. The essential purpose of these investigations is the accumulation of valid evidence to assist in the legal work of the District Attorney's Office. There is considerable independence in planning investigations. Incumbents are police officers as defined by Article 1.20(34)(g) of the Criminal Procedure Law. As such, they are on duty twenty-four hours a day and are subject to call at any time from their homes and private lives for official purposes. Supervision is not a regular responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Follows established procedures in investigating complaints received by the District Attorney's Office;

Plans and conducts overt and covert investigations of violations of the penal law;

Makes summary arrests in conjunction with criminal investigations;

Executes arrest and search warrants;

Obtains statements from persons suspected of having committed a crime and from available witnesses connected with the alleged crime;

Gathers evidence for the prosecution of cases and works in cooperation with other policing agencies in securing evidence on crimes committed;

Prepares and tags exhibits for presentation to the Grand Jury and to the court;

Assists the professional staff of the Office of the District Attorney in preparing cases for presentation in court;

Operates and records evidence with a variety of technical audio, visual and computer-related equipment and conducts various forms of court authorized electronic surveillance;

Makes reports to and testifies before State and Federal Grand Juries; State and Federal court proceedings, trials or hearings; in local courts; and in the County Court against persons arrested for various types of crimes;

Protects the person of the District Attorney, members of the District Attorney's staff, witnesses, prisoners, and others, as the need arises;

Transports prisoners;

Qualifies in firearms handling and use, and re-qualifies on a semi-annual basis;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Maintains contacts with all local, state and federal law enforcement agencies operating in Westchester County and the metropolitan New York area;

Attends all mandated in-service programs, training, and lectures in order to remain current with investigative techniques and crime analysis;

Uses computer applications and other automated tools such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of procedures, methods and techniques of criminal investigation; knowledge of the New York State Penal Law, other penal statutes and Criminal Procedure Law; ability to plan and conduct criminal investigations in a professional manner; ability to cooperate with Local, State and Federal law enforcement agencies, as well as private corporate and other security operations, on investigations and other matters; ability to prepare written material; persistence in following up all leads; sound judgment in weighing evidence; resourcefulness in making investigations; sound powers of observation and deduction; tact in contacts made during an investigation; excellent moral character and habits; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and (a) seven years of experience as a member of a police department or an investigative agency; or (b) a Bachelor's Degree* and three years of experience as described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.