

## DEPUTY SHERIFF AND SUPERVISING SEX CRIME INVESTIGATOR

GENERAL STATEMENT OF DUTIES: Directs the activities to the Bureau of Sex Crimes Analysis in the Sheriff's Department does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Sheriff, this position develops programs for, and directs the activities of the Bureau of Sex Crimes Analysis. The Bureau is charged with the investigation and prevention of sex crimes in Westchester County. Supervision is exercised over a number of investigatory personnel.

EXAMPLES OF WORK: (Illustrative Only)

Trains personnel of Bureau of Sex Crimes Analysis;

Supervises and conducts investigations of sex crimes;

Assigns duties to the Personnel assigned to the Bureau of Sex Crimes Analysis;

Receives, evaluates and analyzes complaints and information relating to sex crimes;

Conducts investigations into reported sex crimes;

Prepares wording of search warrants and forwards to County Court for approval;

Testifies in courts to provide evidence resulting from investigations;

Develops new procedures and techniques to be utilized by Bureau of Sex Crimes Analysis;

Instructs at police and other law enforcement schools and seminars, and speaks at group meetings;

Prepares budget requests for the Bureau's operation;

Develops printed and other material to increase public awareness of prevention programs and services;

Develops and maintains a Central Intelligence File with data relating to sex crimes;

Maintains continuing contact with County police departments;

Directs and executes warrants, summonses and subpoenas, as directed;

Supervises personnel in, and makes arrests according to, N.Y.S. procedures;

Obtains and marks evidence;

Interrogates witnesses and suspects and keeps appropriate records;

Develops guidelines for use by police departments in event of sex crimes.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of procedures, methods and techniques used in dealing with sex crime victims, and in the investigation of sex crimes; comprehensive knowledge of New York State Penal Law and Code of Criminal Procedures; skill in interviewing sex crime victims; skill in conducting criminal investigations; ability to supervise, plan and carry out criminal investigations; ability to develop programs to assist in sex crimes investigations and prevention's; ability to deal with other police jurisdictions and prevention's; ability to deal with other police jurisdictions on criminal investigations; ability to empathize with victims of sex crimes, and to project warmth and reassurance to such victims; excellent moral character; tact; sound judgment; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Promotional: Either (a) one year of permanent competitive class status as a Deputy Sheriff and Sex Crime Investigator, and satisfactory completion of law enforcement recognized course in handling sex crime victims, or (b) eighteen months of permanent competitive class status in the Sheriff's Department; graduation from a standard high school course, plus any of the following: (1) graduation from an accredited college or university with an Associate Degree\* in Police Science or Criminal Justice, or sixty credit hours of study toward a Bachelor's Degree\* in Police Science, Criminal Justice, Psychology, or (2) graduation from an accredited school of nursing, or (3) two additional years of police experience which involved dealing with sex crimes, or (4) any equivalent combination of the foregoing training and experience.

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