

CRIMINAL INVESTIGATOR



Steuben County Civil Service

Competitive Class

In all Civil Divisions Where the Position Exists

Adopted by Steuben County on 04/26/1990

Previously revised 12/06/1990, 05/07/1993, 02/13/1996; 04/20/2016

Revision authorized by Personnel Officer Nathan A. Alderman 04/04/2017

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for investigating crimes and offenses in violation of law. The incumbent secures and reports facts and information by interview, observation and investigation. This position is characterized by the performance of extensive field activities concerned with gathering information for use in criminal proceedings. The work is performed under the general supervision of a Senior Criminal Investigator if employed at the Sheriff's Office or a Police Chief if employed in a Town or Village Police Department. Does related work as required.

TYPICAL WORK ACTIVITIES

- Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation and offenses;
- Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest and indictment of individuals and prosecution of cases;
- Evaluates information gathered and makes conclusions based upon it;
- Conducts field investigations of either reported or suspected violations of law;
- Executes warrants as directed by the courts or other police agencies;
- Arrests suspects or violators in order to halt crimes in progress, prevent personal injury and deter further criminal activity;
- Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
- Testifies in court regarding the investigations conducted and evidence collected;
- Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations; and
- Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Thorough knowledge of modern police interrogation and interviewing methods and techniques;
2. Good knowledge of modern police procedures and law enforcement and Criminal Investigator investigation techniques;
3. Good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;
4. Good knowledge of the geography of the area to which assigned;

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

5. Skill in the use of firearms and special equipment utilized for collection of evidence and for criminal investigation work;
6. Ability to comprehend and interpret complex written material;
7. Ability to operate radio and VDT equipment;
8. Ability to maintain records;
9. Ability to deal firmly yet courteously with the public;
10. Good oral and written communication skills;
11. Sound judgment;
12. Excellent powers of observation;
13. Good address;
14. Tact; and
15. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of sixty credit hours at a regionally accredited or New York State registered college or university indicating specialization in Police Science or Criminal Justice and three years of full time or equivalent part time experience in law enforcement activities, one year of which must have involved criminal investigation work on a full time basis; or
- (b) Four years of full time or equivalent part time experience as a Police Officer in New York State, two years of which must have involved criminal activity investigation work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT(S)

- (1) Possession of a Class D New York State driver's license is required for appointment.
 - (2) Pursuant to Section 58.1 b of Civil Service Law, evidence of previous appointment as a Police Officer from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the State of New York, or evidence of appointment as a member of the New York State Police must be produced to establish eligibility for appointment.
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