

## **CHIEF INVESTIGATOR (DISTRICT ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent is responsible for the supervision of the staff and activities of the investigations unit in the Office of the District Attorney and recommends policies and procedures for the unit. In addition, the incumbent conducts criminal investigations of felony crimes in preparation of evidence to Grand Jury, preliminary hearings and trial court. This position has the responsibilities and power of arrest as defined by the New York State Criminal Procedure Law. Guidance and direction on a specific case is received from the attorney assigned to the case. Direct supervision is exercised over subordinate investigative personnel. Evening work and other than normal work schedules can be expected in this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the work of Investigators and ensures that investigations are conducted in accordance with prescribed standards;

Establishes and maintains procedures for case record documentation and confidentiality, in conformance with prescribed standards;

Reviews incoming cases to determine need for investigations and assigns cases to Investigators;

Advises Investigators on proper methods and procedures for investigations;

Evaluates operation of investigations unit, recommends and implements changes in policies and procedures;

Performs all aspects of criminal investigations, including conducting interviews, investigating crime scenes, securing evidence, establishing facts, preparing reports on results of investigations, and making recommendations;

Assists attorneys in the preparation for and trial of criminal cases;

May direct the course and action of an investigation with other law enforcement agents;

Conducts investigations for civil cases litigated in Supreme Court under the Assets Forfeiture legislation;

Maintains liaison with expert witnesses, special consultants and others;

Attends seminars, conferences and workshops to remain current on changes in law, modern investigative techniques, criminal forensics and other matters;

Conducts training sessions for subordinate investigative personnel, and coordinates their professional development and growth.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of techniques and procedures used in conducting criminal investigations;

Thorough knowledge of laws governing arrests, rules of evidence

and court procedures;  
Thorough knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form;  
Good knowledge of investigative interviewing techniques;  
Skill in conducting criminal investigations, including search warrants, and wire-tap orders;  
Ability to manage the activities of a unit and supervise the work of others;  
Ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants;  
Ability to use and care for firearms;  
Ability to use a personal computer, VCR and camcorder;  
Ability to remain calm and act effectively in tense and potentially dangerous situations;  
Ability to coordinate investigations among law enforcement officers of various municipal agencies;  
Good judgement.

**SUGGESTED MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in criminal justice, criminology, police science or closely related field and ten years experience in criminal investigations involving but not limited to experience in arson, financial crimes and homicides, three years which must have been in a supervisory capacity; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in criminal justice, criminology, police science or closely related field and twelve years experience in criminal investigations involving but not limited to experience in arson, financial crimes and homicides, five years which must have been in a supervisory capacity;
- C) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Motor Vehicle Operator's License.