

## INVESTIGATOR SERGEANT

STANDARD NO(S):

NYSLEAP#: 2.2,11.1

DATE:

July 28, 2009

REFER TO:

Gary S. Sullivan

**I. OBJECTIVE:** In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

**II. POLICY:** To establish a job description for Investigator Sergeant in the Seneca County Sheriff's Office.

**III. DETAILS:**

**A. Employment Criteria** – The work involves investigation of felony complaints referred to the Sheriff's Department and the investigation of lesser crimes when requested by uniformed deputies. Duties are performed under the general supervision of an Investigator Lieutenant with allowance made for the use of independent judgement during investigations. Direct supervision is exercised over sheriff's deputies and investigators at crime scenes. An Investigator Sergeant does related work as required. Provides general supervision to Investigators. Typical work assignments vary and are outlined below as illustrative only:

1. Assists subordinates with investigations by interrogating suspects, collecting, organizing and analyzing evidence and maintaining written records of investigations;
2. Interviews suspects, witnesses and complainants in an effort to obtain relevant information relating to the investigation and offenses;
3. 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;
4. Evaluates information gathered and makes conclusions based upon it;
5. Conducts field investigations of either reported or suspected violations of law;
6. Executes warrants as directed by the courts or other police agencies;
7. Arrests suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity;
8. Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;

9. Testifies in court regarding the investigations conducted and evidence collected;
10. Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

**B. Full Performance Knowledges, Skills, Abilities & Personal Characteristics:**

1. Good knowledge of modern principles and practices of law enforcement;
2. Good knowledge of generally accepted techniques of investigation;
3. Good knowledge of what constitutes evidence and its proper handling;
4. Good knowledge of commonly encountered New York State and Federal Laws;
5. Good knowledge of Penal Law;
6. Good knowledge of the criminal justice system;
7. Good knowledge of rules, regulations, policies and procedures of the Seneca County Sheriff's Office;
8. Skill in operating a patrol car and equipment under all conditions;
9. Good knowledge of laws relating to the application of force;
10. Skill in instructing others;
11. Skill in organizing and coordinating staff activities; ability to supervise staff;
12. Ability to communicate in writing in a clear, concise and accurate manner;
13. Ability to verbally communicate decisively;
14. Ability to recall facts and details;
15. Tactful;
16. Honest;
17. Possess integrity and sound judgement;
18. Self-disciplined;
19. Observant;
20. Dependable;
21. Inquisitive;
22. Observant;
23. Physical condition commensurate with the demands of the position.
24. Skill in the use of firearms; ability to operate radio and VDT equipment.

**C. The position of Investigator Sergeant must meet all civil service requirements.**

- D. The Seneca County Sheriff and the Seneca County Personnel Office will establish all minimum qualifications.**

**PROMOTIONAL QUALIFICATIONS:**

Two (2) years of permanent competitive status as an Investigator.

**E. SPECIAL REQUIREMENTS :**

Eligibility for an Operator's license issued by the New York State Department of Motor Vehicles at the time of application. Possession of the license at the time of appointment.

- F. Seneca County is an Equal Opportunity Employer**