

INVESTIGATOR

STANDARD NO(S):

NYSLEAP# 2.2,11.1

DATE:

July 27, 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 in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – This position is a specialized law enforcement position involving the responsibility for the enforcement of New York State Laws by conducting investigations of crimes and serious accidents or deaths. The incumbent interviews victims, witnesses, and suspects; and identifies and obtains physical evidence. The Investigator does not normally exercise supervision over other departmental employees, but may occasionally work with/and coordinate investigative efforts of uniformed personnel. Investigators may be on call 24 hours a day for notification purposes and to respond to a scene where an Investigator is required. The Investigator prepares all appropriate documentation to make arrests and works closely with the District Attorney's Office in prosecuting cases in court. The work is performed under the general supervision of a Sergeant. Does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Investigates and reviews all felony level cases and narcotics cases, as assigned;
2. Investigates all death cases, homicides, suicides, traffic fatalities, natural or otherwise and including juvenile issues;
3. Responds to and preserves scene, and identifies, collects and secures physical evidence;
4. Prepares written documentation of the recovery and retention of evidence;
5. Interviews victims, witnesses, suspects and others to obtain information on crimes under investigation;
6. Takes latent fingerprints, photographs, measures and sketches crime scene;
7. Prepares reports, takes statements, prepares legal documentation, information, search warrants, etc.;
8. Obtains and executes search warrants to obtain evidence;

9. Maintains liaison with and assists other agencies such as courts, the District Attorney's Office, Social Services, Medical Examinees Office, and other investigation techniques;
10. Prepares written record of findings;
11. Testifies at all hearings, Grand Juries and trials regarding investigation results;
12. Conducts surveillance and undercover work of property or persons;
13. Arranges for identification of suspects in felony cases, through line-up, photographs, etc.;
14. Attends and conducts advanced training in specialized areas such as narcotics enforcement, homicide, arson, robbery, kidnapping, rape, burglary, organized crime and sex offenses.

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

1. Good knowledge of modern law enforcement procedures, and investigation techniques;
2. Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedure Law and the other applicable laws, regulations and ordinances;
3. Good knowledge of the local geography and roads;
4. Good knowledge of the operation of law enforcement equipment;
5. Skill in the use of firearms and other weapons;
6. Ability to identify, secure and preserve evidence;
7. Ability to deal effectively with the public;
8. Ability to obtain accurate information during interviews of suspects, witnesses and others;
9. Ability to analyze and organize data and prepare records and reports;
10. Ability to operate law enforcement equipment;
11. Sound judgement and powers of observation;
12. Physical condition commensurate with the demands of the position.

C. The position of must meet all civil service requirements.

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

MINIMUM QUALIFICATIONS: PROMOTIONAL

Two (2) years of experience as a Deputy Sheriff or Police Officer, appointed in accordance with the requirements of Section 58 of the Civil Service Law.

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.