

LIEUTENANT INVESTIGATOR

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 Lieutenant in the Seneca County Sheriff's Office.

III. DETAILS:

A. Employment Criteria – The work involves responsibility for supervising the operation of the investigations division of the Sheriff's Department. An incumbent is responsible for directing, training and evaluating the performance of subordinates in their duties and responsibilities. The work is performed under general supervision of the Sheriff with considerable leeway allowed for the use of independent judgement in planning the details of the work. Supervision is exercised over the work of staff of the assigned division. Does related work as required. Typical work assignments vary and are outlined below as illustrative only:

1. Creates and develops policy for the division;
2. Supervises the investigation of crimes, major accidents, miscellaneous incidents;
3. Assists the Sheriff and/or Undersheriff in the review of applications and interviewing of prospective candidates for employment;
4. Enforces all laws and departmental rules and regulations pertaining to the department employees;
5. Attends meetings as assigned by the Sheriff;
6. Supervises the Juvenile Aide Division, Identification Division and Criminal Investigation Division;
7. Assigns felony and misdemeanor cases to Investigators and uniformed officers for investigation;
8. Directs investigations at crime scenes including supervising the work of Deputy Sheriff Criminal Investigators and uniformed officers;
9. Investigates crime scenes, attends scenes of motor vehicle accidents, dusts for and lifts fingerprints and performs the whole range of other criminal and civil investigation activities;
10. Interviews suspects, victims, witnesses, neighbors and others to obtain information on crimes under investigation;

11. Maintains daily statistics for and supervises the periodic preparation of the Uniform Crime Report and Analysis Reports;
12. Prepares employee work schedules;
13. Ensures that personnel assigned to them follow departmental Rules and Regulations;
14. Investigates suspicious activities and complaints and makes arrests for violations of state and federal laws;
15. Supervises sheriff's department personnel at crime scene;
16. Initiates investigations in the areas of narcotics, gambling, vice, and liquor laws;
17. Questions crime witnesses, victims and suspects;
18. Testifies before courts and grand juries.

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

1. Thorough knowledge of modern principles and practices of police work;
2. Thorough knowledge of New York State Penal Law, Criminal Procedure Law, those parts of the Family Court Act relating to criminal proceedings and local laws and ordinances;
3. Thorough knowledge of modern principles and techniques of investigations and of securing and preserving evidence;
4. Good knowledge of the geography of the County; skill at securing and preserving evidence;
5. Skill in the use of firearms;
6. Ability to instruct subordinates in police work;
7. Ability to plan and direct the work of others;
8. Ability to understand and carry out oral and written instructions;
9. Ability to function well and take command in emergency situations;
10. Ability to prepare accurate reports and maintain accurate records;
11. Willingness to work on all three shifts and in all types of weather;
12. Good judgement, excellent powers of observation, good memory;
13. Initiative and resourcefulness, emotional maturity;
14. Tact;
15. Physical strength and agility; physical condition commensurate with the demands of the position.

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

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

PROMOTIONAL QUALIFICATIONS:

2 Years of permanent competitive status as an Investigator Sergeant; OR
 4 Years of permanent competitive status as an Investigator.

E. SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

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