INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a law enforcement position of a moderately complex nature, which involves investigations as assigned to include the identification and collection of evidence. The duties are performed in accordance with Federal, State and local laws, rules, regulations and ordinances. Employees of this class work independently or as a member of a team on unresolved investigations or to enhance solved cases. Assignments are received from, and priorities are set by, a supervising officer. The nature of the work requires that incumbents may perform the duties at irregular hours, including the evening, on weekends and may be on call 24 hours a day. Incumbents may supervise other officers as assigned. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Investigates suspected or reported crimes such as felonies, attempted felonies, unresolved misdemeanors, and other investigations as assigned;
-Directs investigation activities at crime site;
-Collects, organizes and analyzes evidence for admissibility using standard and covert techniques such as interviewing witnesses, complainants and victims, searching records, surveillance of persons, property and activities and corresponding with other law enforcement agencies;
-Analyzes criminal events to determine patterns and trends in criminal occurrences;
-Conducts interrogation of suspects to obtain information;
-Maintains written records and related materials on cases under investigation, keeping notes on investigative activities and findings;
-Organizes materials and submits written reports or makes oral presentations on all activities, progress and final determinations of investigations;
-Apprehends and arrests persons suspected of committing crimes;
-Works in conjunction with the District Attorney's office;
-Prepares and presents testimony and evidence to superiors or in court, supporting charges made against a suspect;
-Motivates, provides emotional support, and prepares witnesses for testimony in court and assures their presence, if appropriate;
-May assist in training programs as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of law enforcement; good knowledge of the generally accepted techniques of investigation; good knowledge of the rules of evidence; good knowledge of what constitutes evidence; good knowledge of the methods for safeguarding evidence; good knowledge of New York State Law including the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Alcohol and Beverage Control Law, the Family Court Act, and local laws, rules, regulations and ordinances; good knowledge of weapons and their capabilities; ability to establish and maintain sources of information; ability to identify, collect and secure evidence and records; ability to analyze and evaluate evidence and identify inconsistencies or conflict in information; ability to interview and interrogate people; ability to give clear and accurate testimony; skill in the use of firearms; skill in the powers of good observation; skill in effective oral and written communication; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Four years of experience as a Police Officer.

Adopted - CSC Action 01/10/84
Revised 01/15/2003 Personnel Officer