



**SENIOR CRIMINAL INVESTIGATOR (PROM)**  
**NYS #70015650 RC/EL #25151010**

Examination to be held **June 14, 2025**; Last filing date **May 15, 2025**

A \$30 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

**PARTICIPATING AGENCIES:** Rockland County District Attorney's Office.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is specialized investigative work of a complex nature which involves the responsibility for coordinating, investigating and supervising the investigation of crimes, offenses and violations of law to assist in the legal work of the District Attorney. This position is distinguished from Criminal Investigator by the responsibility for the supervision of others, the investigation of more complex cases and the independence involved in the use of technical skills to conduct investigations. Supervision is provided to Criminal Investigators and support staff. Supervision is received from the Chief Criminal Investigator and/or the District Attorney and involves the exercise of considerable independent judgment. Incumbents are Police Officers as defined by Article 1.20(34)(g) of Criminal Procedure Law. This work requires on call duties including nights and weekends. Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must be: Currently employed by the **Rockland County District Attorney's Office** and have three (3) years of permanent, competitive class status there as a Criminal Investigator or Criminal Investigator with any parenthetical language designation (e.g. Spanish-Speaking, French/Creole-Speaking, Yiddish-Speaking, etc.), immediately preceding the examination date.

**SPECIAL REQUIREMENTS:**

1. A. At the time of appointment, certification of completion of the New York State Municipal Police Training Council (NYSMPTC) Basic Course for Police Officers, the New York State Police Academy (NYSP) Basic Course for Police Officers, the New York City Police Department (NYCPD) Basic Course for Police Officers, graduation from the FBI Agents Academy\*, the DEA Agents Academy\*, or other Federal Academies\* for full time Federal Agents; or  
  
\*Candidates qualifying under Federal law enforcement programs must successfully complete a "Police Refresher Course" offered by the Bureau for Municipal Police as to New York State Laws within one year of appointment.  
  
B. The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. A. A Police Officer, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.), who has been separated from service for four (4) or more years, but less than ten (10) years, must complete a prescribed Police Refresher Course in lieu of completing the entire NYSMPTC Basic Course for Police Officers.  
  
B. Police Officers, including Federal law enforcement officers (e.g. FBI Agent, DEA Agent, etc.) who have been separated from service for ten (10) years or more shall not be qualified under a prior Municipal Police Basic Training program.
3. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

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4. Prior to appointment, candidates must meet minimum medical and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
5. Prior to appointment, satisfactory completion of a pre-employment drug screen, background and fingerprint check.
6. **Public Officer Requirements:**
  - A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the elective draft act of the United States.
  - B. Residence: As specifically set forth in the Public Officers Law (Section 3).
7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment in this title.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. Evaluating Information and Evidence – These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.
2. Investigative Techniques and Criminalistics – These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.
3. New York State Laws - Police – These questions test for knowledge of the laws in effect on January 1, 2025 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
4. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
5. Understanding and Interpreting Written Material – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
6. Preparing Written Material in a Police Setting – These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION**

**TEST GUIDE:** A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or [RCEXAMS@co.rockland.ny.us](mailto:RCEXAMS@co.rockland.ny.us).

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 04/11/2025**