

CHIEF CRIMINAL INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional work of a highly confidential nature involving responsibility for the development of policies and procedures regarding criminal investigations and prosecution initiatives. The work also involves responsibility for the oversight of criminal investigations conducted by the office of the District Attorney. This title is distinguished from that of Senior Criminal Investigator in the scope of independent judgment, the responsibility for the development of policies and procedures and the advisory role to the District Attorney. The Chief Criminal Investigator may act for and in place of the District Attorney with respect to the planning and execution of criminal investigations. The work is performed under the direction of the District Attorney and supervision is provided to the criminal investigative staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Acts as a chief advisor to the District Attorney with respect to the development of investigative policies and procedures and directly assists him in planning investigations and confidential operations;
Develops and implements policies and procedures for the District Attorney's new programs and initiatives;
Develops and implements policies and procedures relative to criminal investigations, including how to resolve problems, set priorities, utilize resources, and revise traditional methods of investigations, as needed;
Maintains liaison between the office of the District Attorney and other local law enforcement agencies in order to exchange information and ensure the effectiveness of investigations;
Acts as the District Attorney's representative and chief liaison to federal and state law enforcement agencies;
Attends meetings and conferences on behalf of the District Attorney;
Assigns and supervises the work of the criminal investigative staff in the office of the District Attorney;
Develops procedures and policies for investigating criminal complaints received in the office of the District Attorney;
Develops procedures for the gathering of evidence;
Plans and implements investigations of violations of the Penal Law;
Obtains statements of persons suspected of having committed a crime and statements of witnesses to the crime;
Makes reports to and testifies before Grand Juries and courts;
Maintains investigative records and prepares reports;
Acts for and in place of the District Attorney with respect to criminal investigations, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of law enforcement agencies and processes in the County of Rockland; thorough knowledge of procedures, methods and techniques of criminal investigation; thorough knowledge of New York State Penal Law and the Code of Criminal Procedure, especially as they pertain to investigations; good knowledge of the rules of evidence; ability to develop policies and procedures for the District Attorney's programs and initiatives; ability to plan and implement complex criminal investigations; ability to cooperate with other law enforcement agencies; ability to work effectively with others; ability to prepare and present precise written and verbal reports; ability to communicate effectively, both orally and in writing; ability to supervise the work of others; ability to use firearms; ability to act for and in place of the District Attorney with respect to criminal investigations.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (09.10.2012) 06.25.2015
Exempt