

## **DIRECTOR, CONFIDENTIAL INVESTIGATIONS (DISTRICT ATTORNEY)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and supervisory work of a highly sensitive and confidential nature involving the responsibility for overseeing the staff directly involved in a variety of internal/external special investigations, including, but not limited to, investigations of government officials, or law enforcement personnel. This position requires an increased level of responsibility which includes supervision of others and the investigation of more complex and sensitive crimes. The work is performed under the general direction of the District Attorney and supervision is provided to Confidential Investigators. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees the day-to-day operations and supervision of staff directly involved in the conduct of highly sensitive and complex confidential investigations, including corruption, investigations on existing and prospective employees, governmental agencies, police and law enforcement agencies, politicians and/or elected officials;

Assigns highly sensitive and confidential cases to staff;

Conducts background investigations on prospective public officials, politicians or elected officials, including various types of election law violations and/or crimes or those related to any other federal, New York State or local law;

Prepares, develops and implements policies and procedures for investigative activities and assignments;

Represents the District Attorney and acts as the District Attorney's liaison with groups and/or agencies at the highest level (e.g., Intelligent Centers, Homeland Security, FBI, Narcotics Task Force) or any other federal agency the District Attorney's office collaborates with to explain, exchange and convey information;

Coordinates with New York State Police in joint investigations of organized crime and gambling;

Coordinates and conducts surveillance operations;

Implements procedures to assure security of the evidence room;

Prepares and reviews confidential reports and supporting evidence including detailed reports of investigative findings for the District Attorney;

May act on behalf of the District Attorney.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, procedures and techniques of criminal investigation, including those of sensitive and confidential nature; thorough knowledge of New York State Penal Law and the Code of Criminal Procedure, especially as they pertain to investigations; thorough knowledge of investigative report writing; thorough knowledge of the laws of arrest; thorough knowledge of rules of evidence and court proceedings; ability to coordinate, direct and conduct investigations of a highly sensitive and confidential nature; ability to supervise and coordinate the work of others; ability to prepare and present precise written and verbal reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

(over)

**MINIMUM QUALIFICATIONS:**

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and ten (10) years of paid work experience that substantially involved investigative work as a sworn member of a police agency (e.g., Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), United States Marshals Service, United States Department of Homeland Security); or
2. A Bachelor's degree or higher and eight (8) years of paid work experience that substantially involved investigative work as sworn member of a police agency (e.g., Drug Enforcement Administration (DEA), Federal Bureau of Investigation (FBI), United States Marshals Service, United States Department of Homeland Security).

**SPECIAL REQUIREMENTS:**

1. A. Certification of Completion of the New York State Municipal Police Training Counsel (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
  - B. The satisfactory completion of a Municipal Police Basic Training program within one (1) year of appointment.
2. A. Police Officers, including Federal law enforcement officers (e.g., FBI Agent, DEA Agent, United States Marshal, Homeland Security Agent, etc.) who have 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, United States Marshal, Homeland Security 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.

\*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 (1) year of appointment.

R.C.D.P. 01.01.2025

PJC/Non-competitive (Confidential/Policy Influencing)