

DIRECTOR, INVESTIGATIVE TECHNOLOGIES SUPPORT CENTER

DISTINGUISHING FEATURES OF THE CLASS: This is management and supervisory work of a highly confidential and complex nature involving responsibility for planning, implementing, and overseeing policies and procedures for a comprehensive undercover and specialized investigative technologies program and all operations of the Investigative Technologies Support Center in the Office of the District Attorney. The work is performed under the direction of the Chief Criminal Investigator and the general supervision of the District Attorney and supervision is provided to staff involved in the investigative technologies program. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops policies and procedures for highly sensitive and confidential investigative technologies;
Meets with the Chief Criminal Investigator and the District Attorney to discuss operations and make recommendations regarding the development of policies, procedures, and goals;
Selects and develops training goals and programs for members of the Investigative Technologies Support Center;
Plans and directs the activities of staff involved in the use of investigative technologies used for the investigation of criminal activities;
Oversees the expenditures of the Investigative Technologies Support Center;
Oversees and participates in the preparation of the annual budget for the Investigative Technologies Support Center;
Supervises the intake and recording of evidence and its safekeeping;
Conducts technology-based investigations of field operations and may participate in same;
Disburses investigative funds and reconciles expenditures of same;
Makes recommendations to the District Attorney for the purchase of equipment for the Investigative Technologies Support Center;
Reviews reports submitted by investigators and other staff assigned to the Investigative Technologies Support Center;
Evaluates the effectiveness of technology used by the Investigative Technologies Support Center and recommends new technologies and equipment and develops policies and procedures, as needed, to revise operations;
Maintains contact with local police departments concerning officers who may be assigned to investigations that utilize investigative technology;
Meets with other local and New York State law enforcement agencies, as needed;
Prepares reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of electronic and wire surveillance techniques; thorough knowledge of diverse information gathering systems (e.g., audio, visual, and special imaging surveillance); thorough knowledge of the principles and practices of undercover investigative work; thorough knowledge of law enforcement practices and procedures, especially as they pertain to the surveillance and investigation of illegal drugs and substances; good knowledge of the communities and diverse cultural groups in Rockland County; good knowledge of trends in the trafficking of illegal drugs and substances; ability to conduct undercover criminal investigations; ability to supervise a large staff; ability to establish and maintain effective working relationships with others, especially local police departments and law enforcement agencies; ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

R.C.D.P. (08.14.2015) 05.15.2018
Exempt