

CHIEF CRIMINAL INVESTIGATOR/INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This work involves direct responsibility for all criminal investigations, inspection, and personnel matters in the Sheriff's Department. The incumbent is third in overall command of the department and has direct responsibility for operations of the Bureau of Criminal Investigation, Narcotics Task Force, Identification Bureau and related units. Responsibilities include managing work assignment, research and development on programs involving criminal law enforcement as well as for inspecting all department operations, conducting administrative inquiries and direction/administration of planning and research. Work is performed under direction of and assignment by the Sheriff with extensive leeway for use of independent judgment. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides direct supervision over all personnel assigned to the Bureau of Criminal Investigation, Identification Bureau, Polygraph Unit, Record Room, arson and auto theft investigators and oversight for road patrol activities;
Directs all major crime investigations, including coordination with outside agencies and reviews all investigation reports for the department;
Approves and supervises the use of all electronic and technical surveillance equipment in criminal investigations;
Conducts all pre-employment interviews and supervises all background investigations;
Directs all internal affair investigations of department personnel, oversees Workers' Compensation and 207-C cases and conducts hearings on disciplinary matters;
Formulates and updates department policies and is responsible for department-wide compliance;
Prepares budget for the Bureau of Criminal Investigations and Road Patrol as well as assisting with the overall department budget submission and presentation;
Establishes the yearly vacation schedule for the department and approves/disapproves all changes;
Reviews and monitors all departmental expenditures including training and overtime costs;
Performs and variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern police procedures, law enforcement and investigation techniques; comprehensive knowledge of the New York State Penal Law, Criminal Procedure Law and other applicable laws, regulations and ordinances; thorough knowledge of departmental policies, rules and regulations; thorough knowledge of supervision techniques and

administration procedures for a county-wide police agency; good knowledge of governmental personnel practices and budget administration; good oral and written communication skills; ability to comprehend complex written material; ability to maintain accurate records; sound judgment.

MINIMUM QUALIFICATIONS:

Associate's degree and ten (10) years of police experience, including seven (7) years experience as Detective/Investigator, at least four (4) years of which must have included planning, organizing and supervising other Detective/Investigators in a detective unit or units.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Qualifying experience as a Detective/Investigator (or Senior/Sergeant Detective/Investigator) must have included hands-on experience in investigating narcotics and gambling activities, and the use of polygraph equipment.
2. Qualifying experience as a Detective/Investigator (or Senior/Sergeant Detective/Investigator) must have included three (3) years experience in personnel matters including hiring, discipline, pre-employment interviews, background investigations and internal affairs investigations.
3. Possession of an appropriate New York State driver's license.