

CRIMINAL INVESTIGATIONS CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This work involves direct responsibility for all criminal investigations in the Sheriff's Department. This position is at the second level of authority in the Sheriff's Department. The incumbent has direct responsibility for operations of the Bureau of Criminal Investigation, Narcotics Task Force, Identification and Forensics Bureau and related units. Responsibilities include managing work assignments, research and development on programs involving criminal law enforcement, conducting administrative inquiries and direction/administration of planning and research. Work is performed under direction of and assignment by the Sheriff and Undersheriff 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 and Forensics Bureau, Voice Stress Unit, Records Room, Arson and Pistol Permits Units;

Directs all major crime investigations, including coordination with outside agencies, and reviews all investigation reports for the division;

Approves and supervises the use of all electronic and technical surveillance equipment in criminal investigations;

Provides oversight and supervises all background investigations;

Directs internal affairs investigations of department personnel;

Prepares budget for the Bureau of Criminal Investigations;

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 law enforcement procedures 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 county-wide law enforcement 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.

CRIMINAL INVESTIGATIONS CAPTAIN (cont'd)

MINIMUM QUALIFICATIONS:

Ten (10) years of law enforcement experience, including seven (7) years' experience as Detective/Investigator, at least two (2) 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: Qualifying experience as a Detective/Investigator (or Senior/Sergeant Detective/Investigator) must include:

1. hands-on experience in investigating narcotics and gambling activities, and in the use of voice stress equipment;
2. minimum of 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.