

SENIOR INVESTIGATOR (SHERIFF)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for investigating more complex crimes and offenses in violation of law. The incumbent secures and reports facts and information by interview, observation and investigation. This position is characterized by the performance of extensive field activities concerned with gathering information for use in criminal proceedings. The work is performed under the general supervision of the Sheriff, Undersheriff or Deputy Sheriff Lieutenant. Direct supervision is exercised over uniform deputies at crime scenes. Does related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation of more complex crimes and offenses against the law; Supervises Delaware County Drug Enforcement Unit; Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest of individuals and the indictment and prosecution of cases; Evaluates information gathered and make conclusions based on it; Conducts field investigations of either reported or suspected violations of law; Initiates and conducts narcotics investigations; Recruits and controls confidential sources; Prepares search warrants as directed by the courts or other police agencies, arresting suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity; Testifies in court regarding the investigations conducted and evidence collected; Interfaces with District Attorney's Office and Public Defenders Office for preparation of prosecution; Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern police procedures, law enforcement and investigation techniques; Thorough knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Thorough knowledge of the geography of the County; Familiarity with the operation of police radios and related equipment; Good oral and written communication skills; Skill in the use of firearms; Ability to comprehend complex written material; Record keeping ability; Ability to supervise the work of others; Ability to deal firmly yet courteously with the public; Sound judgment and powers of observation; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. (1) Graduation from a two-year college with an Associate's degree in Criminal Justice, Police Science or related field, or Sixty credit hours from a regionally accredited or New York State registered college with at least fifteen credit hours in the behavioral sciences* and five years experience as a police officer/deputy sheriff, Or
- B. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) two years of investigative experience or two years of active military service** and five years experience as a police officer/deputy sheriff, Or
- C. (1) Graduation from high school or possession of a high school equivalency diploma, and (2) certified by Municipal Police Training and registered with Division of Criminal Justice Services and five years experience as a police officer/deputy sheriff, Or
- D. An equivalent combination of training and experience as indicated in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: *Behavioral Sciences are limited to psychology, sociology and anthropology.

** Military duty is defined as the Army, Navy, marine Corps, Air Force, Coast Guard and the national Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided.

Note: Jurisdictions may require individuals to complete a supervisory course provided by the Division of Criminal Justice Services, Bureau of Municipal Police prior to permanent appointment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- A. In order to be eligible for appointment, candidate must meet current requirements of Section 58 of the Civil Service Law.
- B. Must be eligible for a driver's license issued by the New York State Department of Motor Vehicles and must possess same at the time of appointment and maintain during employment.

Adopted 3/12/01

Revised 4/5/05; 2/20/18; 12/16/21; 6/7/22; 7/11/25