

# **Criminal Investigator - Promotional Tompkins County**

**Department:** Sheriff's Office  
**Classification:** Competitive  
**Labor Grade:** 46  
**Approved:** 7/9/85  
**Revised:** 12/89; 9/93; 3/04; 5/05; 10/16  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

## **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

On or before the final filing date candidates must be permanently employed in the competitive class as a Deputy Sheriff in the Tompkins County Sheriff's office and must have served on a permanent or contingent permanent basis as a Deputy Sheriff or Police Officer, in the competitive class for at least 36 months, 18 months of this experience must have been as permanent or contingent permanent Deputy Sheriff with the Tompkins County Sheriff's office immediately preceding the final filing date.

**NOTE 1:** Employees who transferred into the Tompkins County Sheriff's office will be given credit for prior permanent competitive class service obtained in another jurisdiction, as long as the service was in a title determined comparable for the purpose of a lateral transfer into the title of Deputy Sheriff and they have passed the probation period for Deputy Sheriff. In total, you must possess at least three years of permanent competitive class status in your current and previous title.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **SPECIAL REQUIREMENT:**

Candidates must possess a valid Class D, New York State Drivers License at the time of application and maintain such license throughout the duration of employment.

**NOTE 2:** This position is considered to be a public officer with police officer powers. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen (natural born or naturalized) and a resident of Tompkins County or one of the six contiguous counties at the time of appointment, and maintain such residency for the duration of employment.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for investigating 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 a higher ranking officer. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Interviews, suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation and offenses;
- Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest and indictment of individuals and prosecution of cases;
- Evaluates and makes conclusions from gathered information;
- Conducts field investigations of either reported or suspected violations of law;
- Executes warrants as directed by the courts or other police agencies;
- Arrests suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity;
- Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
- Testifies in court regarding the investigations conducted and evidence collected;
- Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern police procedures, law enforcement and investigation techniques;
- Good knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;
- Good knowledge of the geography of the County;
- Good oral and written communication skills;
- Skill in the use of firearms;
- Ability to comprehend complex written material;
- Ability to operate radio and VDT equipment;
- Ability to maintain records;
- Ability to deal firmly yet courteously with the public;
- Sound judgement and powers of observation;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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