

## **Senior Criminal Investigator Tompkins County**

**Department:** Sheriff's Office  
**Classification:** Competitive  
**Labor Grade:** 47  
**Approved:** July 9, 1985  
**Revised:** 9/85, 1/91; 5/91 ; 3/04; 10/16  
**By:** HH, Commissioner of Personnel  
**BBP Risk Factor:** At Risk Position

### **MINIMUM QUALIFICATIONS:**

- (a) One year of full-time (or the equivalent part-time) paid experience as a Criminal Investigator; **OR**
- (b) Four years of full-time (or the equivalent part-time) paid experience as a Deputy Sheriff or Sergeant Deputy Sheriff; **OR**
- (c) Any equivalent combination of experience as described in (a) and (b) above.

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

### **SPECIAL REQUIREMENTS:**

The applicant must possess a valid New York State Motor Vehicle Operator's License at time of application, and at all times for the duration of employment.

**NOTE:** 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 and overseeing the investigation of crimes, offenses and violations of law. The incumbent secures and reports facts and information by interview observation and investigation. The work is performed under general supervision of a higher ranking officer with leeway allowed for the use of independent judgement in carrying out the details of the work. This position differs from that of Criminal Investigator by the virtue of supervisory responsibility and independent judgement needed to do the work. Supervision is exercised over the work of Criminal Investigators, Juvenile Investigators and Deputy Sheriffs assigned to an investigation. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises Criminal Investigators, Juvenile Investigators and Deputy Sheriffs assigned to investigations;
- 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 criminals and prosecution of cases;
- Evaluates information gathered and makes conclusions based upon it;
- 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;
- Oversees the investigation of crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
- Testified 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:**

- 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;
- 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 supervise the work of subordinate officers;
- 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 commensurate with the demands of the position, either with or without reasonable accommodation.

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