

INVESTIGATOR (DISTRICT ATTORNEY) / LAW ENFORCEMENT COORDINATOR TRAINEE - Child Advocacy Center

DISTINGUISHING FEATURES OF THE CLASS:

This is a two-year traineeship in the Office of the District Attorney. The incumbent will start working as an Investigator (District Attorney) with responsibility for investigating crimes. As part of the traineeship, the incumbent will gain specialized experience and knowledge in the investigation of crimes related to child abuse. The incumbent will have expertise and knowledge in criminal investigations and will be designated as a Police Officer pursuant to Section 1.20, Subsection 34 of the New York State Criminal procedure Law. In addition, as this position gains experience in the investigation of child abuse, they will also be trained in the Law Enforcement Coordinator duties of the position. These duties include assigning cases to the child abuse investigation team, coordinating investigations with other ancillary services, administration of the Child Advocacy Center (CAC) and serving as a resource in the area of child abuse investigation. Supervision and training for this position is provided by the Chief Investigator. Supervision of others may be a responsibility of this position. Upon successful completion of the training program, the employee assumes the full-performance position of Law Enforcement Coordinator without further examination. Evening work and other than normal work schedule can be expected in this position.

TYPICAL WORK ACTIVITIES

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Conducts investigations by interviewing witnesses;
2. Trains with Chief Investigator in the review of new reports of suspected child abuse as received from the New York Statewide Central Register (Child Abuse Hotline) and other sources and coordinates with Child Protective Services (CPS) Supervisor, on a daily basis;
3. Under direction of Chief Investigator, interviews children as possible victims of a crime; interviews witnesses, takes written statements and maintains active caseload of investigations in the area of child abuse;
4. Participates and assists in upholding chain of custody for case-related evidence held at the CAC;
5. Receives training in utilization of County, State, legal and other related on-line systems dealing with the area of child abuse;
6. Assists and participates in the development and maintenance of budget for the CAC;
7. Assists and participates in case assignment and coordination to appropriate members of the of the Multi-Disciplinary Team (MDT), including police officers, detectives and investigators;
8. Assists and participates in the development and maintenance of procedures related to confidentiality, record keeping and other administrative duties;
9. Assists and participates in the development and maintenance of policies governing narrative and statistical reporting and outcome measurements;
10. Assists attorneys in the preparation for and trial of criminal cases;
11. Serves legal papers, including subpoenas and court orders;
12. Conducts visual and electronic surveillances as necessary;
13. May arrest persons for which there is reasonable cause to believe that they have committed a crime;
14. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of techniques and procedures in conducting criminal investigations, especially in the area of child abuse; working knowledge of laws governing arrests, rules of evidence and court procedures focusing on child abuse; working knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form; working knowledge of investigative interviewing techniques, especially those dealing with children and families of child abuse victims; skill in conducting criminal investigations including search warrants, arrest warrants and wire-tap orders; ability to learn to deal sympathetically and gain the trust of children who have been abused and victimized; ability to deal with difficult and depressing situations where children are the victims; ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions and make recommendations; ability to communicate effectively, both orally and in writing; ability to establish cooperative and effective working relationships with a wide variety of people, including law enforcement officers, members of other governmental agencies, attorneys, experts and informants; ability to coordinate investigations among law enforcement officers from various municipal agencies; ability to operate a computer; ability to remain calm and act effectively in tense and potentially dangerous situations; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with a Master's degree in criminal justice or related field and one (1) year of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, or a private agency, which primarily involved the conduct of all aspects of criminal investigations;
- OR: (B) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's degree in criminal justice or related field and two (2) years of full-time paid work experience as described in (A) above;
- OR: (C) Graduation from a New York State registered or regionally accredited college or university with an Associate's degree in criminal justice or related field, or equivalent in credit hours in criminal justice, police science or related field and four (4) years of full-time paid work experience as described in (A) above;
- OR: (D) Six (6) years of full-time paid work experience as described in (A) above;
- OR: (E) An equivalent combination of education, training & experience between the limits of (A) and (D) above.

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NOTES:

1. College education may be substituted for the required work experience in (B), (C) and (D) above, on a year-for-year basis (30 credits equal to one year) up to a maximum of one (1) year.
2. Candidates must indicate on the application the extent and degree of involvement they have had in investigations.

SPECIAL REQUIREMENTS:

1. Candidates must have successfully completed the New York State Municipal Police Training Council Basic Course for Police Officers, or possess equivalent certification, pursuant to section 209-q of the General Municipal Law.
2. Must maintain certification in the use of firearms to maintain position.
3. Possession of a New York State Driver License at time of appointment and to maintain position.
4. United States Citizenship is required.

ADOPTED: 12/22/2015
REVISED: 01/15/2016