

## CAMPUS INVESTIGATOR

### DISTINGUISHING FEATURES OF THE CLASS:

This position is primarily responsible for investigating incidents associated with students, personnel, buildings, grounds, equipment and funds of Dutchess Community College. Further, the employee will respond, as necessary, to criminal incidents, emergency medical incidents, hazardous incidents, potentially violent incidents, and accidents. The incumbent will maintain a close working relationship with law enforcement agencies, the Office of Student Conduct, Coordinator(s) and staff who are assigned roles in Title IX. The work is performed under the general supervision of the Assistant Director of Public Safety, or higher level staff members within the Public Safety chain of command with latitude allowed for the exercise of independent judgment. Evening work and other than normal work schedules can be expected in this position.

### TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts as the campus lead investigator for student and employee misconduct, assist in criminal investigation, Title IX investigation violations and the Violence Against Women's Act (VAWA) in coordination with the Campus Title IX Coordinator(s);
2. Prepares detailed investigative reports of investigations and reports on all security related issues to the Assistant Director of Public Safety, and/or higher level staff members within the Public Safety chain of command;
3. Interviews victims, witnesses, complainants and persons suspected of conduct which violates the College Code of Conduct, and/or local, state, or federal laws.
4. Acts as a liaison with law enforcement agencies to support criminal investigations;
5. Prepares and presents evidentiary materials during conduct meetings and hearings, and works closely with the Office of Student Conduct and Community Standards;
6. Presents evidentiary materials during meetings and hearings, and works closely with trained Title IX Investigators and Title IX Coordinator(s);
7. Utilizes technologic surveillances, including security camera footage, to aid investigations;
8. Develops written and statistical reports concerning investigations in progress, campus crime, and violations of the Student Code of Conduct;
9. Keeps abreast of recent court decisions and changes in the laws that affect the department;
10. Catalogs and safeguards all contraband and evidence collected in the department;
11. Maintains contact with each case following arrest or referral, until a resolution is reached;
12. Provides training presentations to students, staff, faculty, and other groups on a wide range of security topics.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of techniques and procedures in conducting criminal investigations;

Good knowledge of laws governing arrests, rules of evidence and court procedures;

Good knowledge of techniques of securing and preserving evidence, and presenting it in physical, oral or written form;

Good knowledge of investigative interviewing techniques, especially when working with college students, administrators and faculty;

Working knowledge of protective and security measures for buildings, grounds, and persons;

Working knowledge of the New York State Penal Law, Criminal Procedure Law, and Vehicle and Traffic Law;

## **CAMPUS INVESTIGATOR** (Cont'd)

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (Cont'd)

Ability to accurately interpret and work within the parameters of Federal, State, and local laws pertaining to students such as the Clery Act, Title IX, and FERPA, as well as other Department of Education rules and regulations and SUNY guidelines and procedures;

Ability to gather, assemble, analyze and evaluate facts and evidence, draw logical conclusions, and make recommendations;

Ability to create training materials and provide training presentations to a wide range of audiences on topics related to safety, security, and crime prevention;

Ability to handle difficult or urgent matters in a confidential and proficient manner;

Ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software;

Ability to work independently;

Ability to communicate effectively, both orally and in writing;

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 regionally accredited or New York State recognized college or university with a Bachelor's Degree in Police Science, Criminal Justice, or a 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, which primarily involved the conduct of all aspects of criminal investigations;

OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in Police Science, Criminal Justice, or a related field and three (3) years of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which primarily involved the conduct of all aspects of criminal investigations;

OR: (C) Five (5) years of full-time paid work experience as a sworn member of a local, state, federal or military law enforcement agency, which primarily involved the conduct of all aspects of criminal investigations;

OR: (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

### **SPECIAL REQUIREMENTS:**

1. Possession of a New York State Driver License at time of appointment.
2. United States Citizenship is required.

ADOPTED: 2/21/2017 08/3/17