



DUTCHESS COUNTY CLASS SPECIFICATION

LAW ENFORCEMENT COORDINATOR (Child Advocacy Center)

DATE ADOPTED: 1/1/2005

LAST REVISION: 8/11/26

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DISTINGUISHING FEATURES OF THE CLASS:

This is specialized work in the Office of the District Attorney involving responsibility coordinating the law enforcement response to reported cases of serious child abuse, for investigating crimes, interviewing victims and witnesses, gathering evidence, presenting findings and recommendations and other crime detection duties in connection with the multidisciplinary investigation of child abuse, both physical and sexual. This position will serve as the Law Enforcement Coordinator for the Multi-Disciplinary Child Abuse Investigative Team at the Child Advocacy Center (CAC). This person will screen new reports of suspected abuse and, where appropriate, assign and oversee cases of law enforcement personnel from the Child Abuse Investigative Team or coordinate with other law enforcement agencies to assign personnel and keep administrative records and data relating to investigations. Work is performed under prescribed practices and procedures in the office, but some leeway is allowed to adapt investigations to the specific needs of a case. Supervision is received from the Chief Investigator and/or Assistant District Attorney's V and VI within the Special Victims Bureau of the District Attorney's office. Oversight is given to other investigators on the team in the form of case assignment, review and advice. Evening work and other than normal work schedule can be expected in this position, including serving as an after-hours on-call point of contact.

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. Reviews new reports of suspected child abuse as received from the New York Statewide Central Register (Child Abuse Hotline) and other sources and assigns and distributes caseload to police members of the co-located Multi-Disciplinary Team (MDT) on a daily basis;
2. Assigns and oversees all cases assigned;
3. Manages and coordinates all Officers and investigators assigned to cases;
4. Serves as primary liaison between Law Enforcement agencies;
5. Coordinates with Child Protective Services (CPS) Supervisor on a daily basis to triage and to assign cases to the appropriate team for investigation and follow-up;
6. Interviews children as possible victims of a crime; interviews witnesses and takes written statements;
7. Maintains and preserves chain of custody for case-related evidence held at the CAC;
8. Maintains records relating to the law enforcement component of CPS investigations, documents numbers of cases and statistical cases relating to case outcomes;
9. Acts as liaison for the District Attorney's office to coordinate investigations with the multi-disciplinary, multi-agency staff of the Child Abuse Investigative Team which includes local and State police officers, Sheriff department staff and staff from the Department of Community



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& Family Services;

10. Assists attorneys in the preparation for trial of criminal cases;
11. Maintains confidentiality of records and information related to cases and investigations;
12. Serves legal papers, including subpoenas and court orders;
13. Coordinates and schedules forensic interviews and exams using the multi-disciplinary approach;
14. Identifies and attends suitable training sessions on changes in law, modern investigation techniques, criminal forensics and other matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of techniques and procedures in conducting criminal investigations related to child abuse, both physical and sexual; 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; skill in conducting criminal investigations including search warrants, arrest warrants and wire-tap orders; ability to deal sympathetically and gain the trust of children who have been abused and victimized; ability to work in difficult 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:

- EITHER: (A) Bachelor's degree in police science, criminal justice or a related field AND one (1) year fulltime experience in criminal investigation work in a law enforcement agency, which involved the investigation of special victim crimes.
- OR: (B) Associate's degree in police science, criminal justice or a related field AND three (3) years of full-time experience as described in (A) above;
- OR: (C) Five (5) years of full- time investigative experience while working as a Certified Police Officer in NYS, with at least two (2) years in the investigations involving special victim's crimes;
- OR: (D) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time experience working as a member of a multi-disciplinary team (MDT) investigating suspected child abuse, suspected child sexual assaults and child serious physical abuse and injuries;



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OR: (E) An equivalent combination of education, training & experience between the limits of (A) and (D) above.

NOTE: Your degree or college credit 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.

SPECIAL REQUIREMENTS:

1. CITIZENSHIP: United States Citizenship is required.
2. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

COUNTY USE ONLY:

BARGAINING UNIT: CSEA	JURISDICTIONAL CLASSIFICATION: Competitive
GRADE: 17	FLSA Code: 07
REVISION HISTORY: 01/01/05 F.K.A. INVESTIGATOR-D.A. (CHILD ABUSE), 8/31/10, 1/3/11, 9/16/15, 12/19/22; 8/11/26	