



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**CHIEF INVESTIGATOR
(DISTRICT ATTORNEY)**

DATE ADOPTED: 10/19/1987

LAST REVISION: 4/30/2024

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DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial and confidential position in the Office of the District Attorney. The incumbent is responsible for the direction and supervision of the staff and activities of the investigations and crime analysis units as well as developing policies and procedures for the units. They will also be responsible for the supervision of a multi-jurisdictional drug task force, a multi-jurisdictional crimes against children task force, and a real time crime center multi-jurisdictional task force, and conducting investigations. Direct supervision is exercised over subordinate investigations and crime analyst staff. This position has the responsibilities of a Police Officer and the power of arrest. Work is performed under the general direction of the District Attorney. Incumbents must be available on 24-hour a day call, 7 days a week, to respond to crime scenes as directed by the District Attorney or the Chief Assistant District Attorney.

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 clerical support titles. 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 reasonably be expected to be performed by an employee in this title.

1. Supervises law enforcement members of a multi-jurisdictional drug enforcement task force, multi-jurisdictional crimes against children task force, and a real time crime center multi-jurisdictional task force;
2. Coordinates narcotic enforcement investigations within Dutchess County in conjunction with Federal, State, County and local police personnel; Also conducts investigations for civil cases litigated in Supreme Court under the asset's forfeiture legislation;
3. Performs all aspects of criminal investigations, including conducting interviews and interrogations, investigating crime scenes, documenting scenes and evidence, collecting evidence, securing evidence, establishing facts, follow up on all leads, preparing reports on results of investigations, and making determinations if there is sufficient evidence and proof to charge individuals with crimes;
4. Reviews incoming complaints and online reporting;
5. May direct the course and action of an investigation with other law enforcement agencies;
6. Supervises investigations utilizing electronic surveillance;
7. Performs forensic extractions and analysis on mobile devices;
8. Performs forensic video collection, video enhancement of collected video and audio evidence utilizing forensic video processing software and techniques;
9. Conducts debriefings and proffer interviews, coordinates criminal intelligence sharing, and dissemination of collected intelligence to law enforcement partners. Participates in the state and local intelligence sharing organizations;
10. Hires, trains, schedules, supervises and directs work of investigators and crime analysts, ensures that investigations are conducted in accordance with prescribed standards and evaluates their while developing/recommending, and implementing changes to policies and procedures;
11. Establishes and maintains procedures for case record documentation and confidentiality, in conformance with prescribed standards;
12. Assist attorneys in the preparation for and trial of criminal cases and may testify in Grand Jury and Court proceedings as necessary;
13. Responsible for coordinating Grand Jury security;
14. Responsible for the collection, processing, and disbursement of asset's forfeiture funds;



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15. Responsible for developing the annual budget for the investigative unit and crime analysis unit, including the purchase of audio/visual equipment and computer needs for the office and courtroom presentations needs;
16. Assist in gathering and analyzing the crime data of Dutchess County to determine prosecution strategies, office personnel needs / assignments and budgetary initiatives;
17. Compiles statistical and strategic reports regarding completed, ongoing, and future investigations;
18. Participates in training activities to stay abreast of current methods of dealing with criminal conduct, including maintaining current knowledge of forensic evidence and laboratory techniques related to narcotics investigations; Attends seminars, conferences, and workshops to remain current on changes in law, modern investigation techniques, criminal forensics, technology and other matters;
19. Conducts training sessions for subordinate investigative staff, and coordinates their professional development and growth;
20. Maintains liaison with expert witnesses, special consultants and others;
21. Attends, as needed, departmental, executive, and legislative meetings concerning budget material and can respond to any questions concerning same.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of techniques and procedures in conducting criminal investigations; thorough knowledge of laws governing arrests, rules of evidence and court procedures including NYS CPL § 245.20; thorough 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 manage the activities of a unit and supervise the work of others; 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 and maintain 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 operate a computer; ability to coordinate investigations among law enforcement officers of various municipal agencies; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Criminal Justice or related field and five (5) years of work experience as an investigator which included progressive leadership/administration, crime scene technician work, multi-jurisdictional law enforcement task force work; criminal intelligence and dissemination work, and budget preparation and management in government;
- OR: (B) Bachelor's degree in in Criminal Justice or related field and six (6) years of work experiences as an investigator which included five (5) years of progressive leadership/administration, crime scene technician work, multi-jurisdictional law enforcement task force work; criminal intelligence and dissemination work, and budget preparation and management in government;
- OR: (C) Associate's degree in in Criminal Justice or related field and eight (8) years of work experiences as an investigator which included five (5) years of progressive leadership/administration, crime scene technician work, multi-jurisdictional law



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enforcement task force work; criminal intelligence and dissemination work, and budget preparation and management in government;

- OR: (D) Ten (10) years of work experiences as an investigator which included five (5) years of progressive leadership/administration, crime scene technician work, multi-jurisdictional law enforcement task force work; criminal intelligence and dissemination work, and budget preparation and management in government.

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. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Current certification as a sworn police officer in the State of New York as defined by § 1.20 (34) of New York Criminal Procedure Law.
3. Preferably applicant should NOT have ANY disciplinary proceedings either civil, criminal or personnel related that would require disclosure of said matter pursuant to the disclosure requirements of New York State Criminal Procedure Law § 245.20(1)(k): Automatic Discovery: under the New York State Criminal Procedure Law § 245.20.
4. Certification as a forensic mobile phone examiner and analyst and certification as a video enhancement examiner and analyst.

COUNTY USE ONLY:

BARGAINING UNIT: Management	JURISDICTIONAL CLASSIFICATION: Exempt
GRADE: ME	FLSA Code: Exempt
REVISION HISTORY: 3/20/23, 4/30/24	