



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**LAW ENFORCEMENT COORDINATOR  
(Child Advocacy Center)**

DATE ADOPTED: 1/1/2005

LAST REVISION: 12/19/22

Page 1 of 3

**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. This position has the responsibilities of a Police Officer and the power of arrest. In addition to maintaining an active caseload of investigations, this person will also screen new reports of suspected abuse, where appropriate, assign 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 Bureau Chief, Special Victims Bureau, of the District Attorney's office. Lead and participate supervision is given to other investigators on the team in the form of case assignment, review and advice. General supervision is exercised over Police Officers and other subordinate employees. 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. Supervises and directs police officers, detectives and investigators assigned to the (MDT);
3. 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;
4. Maintains active caseload of investigations in the area of child abuse;
5. Interviews children as possible victims of a crime; interviews witnesses and takes written statements;
6. Maintains and preserves chain of custody for case-related evidence held at the Child Advocacy Center (CAC);
7. Maintains records relating to law enforcement component of Child Protective Services investigations, documents numbers of cases and statistical cases relating to case outcomes;
8. 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



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**LAW ENFORCEMENT COORDINATOR  
(Child Advocacy Center)**

DATE ADOPTED: 1/1/2005

LAST REVISION: 12/19/22

Page 2 of 3

& Family Services;

9. Assists attorneys in the preparation for and trial of criminal cases;
10. Maintains confidentiality of records and information related to cases and investigations;
11. Serves legal papers, including subpoenas and court orders;
12. Conducts visual and electronic surveillances as necessary;
13. May arrest persons for whom there is reasonable cause to believe they have committed a crime;
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 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; keenness of observation; integrity; initiative; resourcefulness; good judgment; 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) Bachelor's degree in police science, criminal justice or a related field AND two (2) years fulltime experience in criminal investigation work in a law enforcement agency, two (2) years of which involved the investigation of special victim crimes as a function of the position. Additionally, one year of the full-time criminal investigative work must also include administrative or supervisory duties;
- OR: (B) Associate's degree, or equivalent in credit hours in police science, criminal justice or a related field AND four (4) years of full-time experience as described in (A) above;



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**LAW ENFORCEMENT COORDINATOR  
(Child Advocacy Center)**

DATE ADOPTED: 1/1/2005	LAST REVISION: 12/19/22	Page 3 of 3
------------------------	-------------------------	-------------

- OR: (C) Six (6) years of full-time experience as described in (A) above;
- OR: (D) An equivalent combination of education, training & experience between the limits of (A) and (C) above.

NOTE: In law enforcement agencies with specialized functions, the candidate must have been assigned to the investigation of Special Victims Crimes. In more generalized agencies, the candidate must have spent a portion of the two (2) years in the investigation of Special Victims Crimes. This time must cover from the initial response, until court testimony, if the case goes to trial. Candidates must indicate on the application the extent and degree of involvement they have had in the investigation of Special Victims Crimes.

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. Candidates must have successfully completed New York State Municipal Police Training Council Basic Course for Police Officers.
3. 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:**

<b>BARGAINING UNIT/GRADE: CSEA/17</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Protective Service</b>	<b>FLSA Code: 07</b>	<b>WC Code: 8820</b>	<b>NYSLRS Job Code: 03600E</b>
<b>REVISION HISTORY: 01/01/05 INVESTIGATOR-D.A. (CHILD ABUSE), 8/31/10, 1/3/11, 9/16/15, 12/19/22</b>			