

## **INVESTIGATOR (DA-CHILD ABUSE)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is specialized work in the Office of the District Attorney involving responsibility for investigating crimes, interviewing victims and witnesses, gathering evidence, presenting findings and recommendations and other crime detection duties in connection with the multi-disciplinary investigation of child abuse, both physical and sexual. This position will serve as the Law Enforcement Coordinator for the 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 Bureau Chief, Special Victim's 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. 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. Reviews new reports of suspected child abuse as received from the State Central Registry and based upon initial screening, will assign police officer/investigator to work with Child Protective Services caseworker to determine nature and validity of report;
2. Maintain active caseload of investigations in the area of child abuse;
3. Interviews children as possible victims of a crime; interviews witnesses and takes written statements;
4. Maintains records relating to law enforcement component of CPS investigations; documents numbers of cases and statistical cases relating to case outcomes;
5. 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 Social Services;
6. Assists attorneys in the preparation for and trial of criminal cases;
7. Maintains confidentiality of records and information related to cases and investigations;
8. Serves legal papers, including subpoenas and court orders;
9. Conducts visual and electronic surveillances as necessary;
10. May arrest persons for whom there is reasonable cause to believe they have committed a crime;
11. Attends training sessions on changes in law, modern investigation techniques, criminal forensics and other matters.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

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,

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

arrest warrants and wire-tap orders; ability to deal sympathetically and gain the trust of children n 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 three years of full-time experience in criminal investigation work in a law enforcement agency, two years of which involved the investigation of child abuse crimes as a major function of the position.

### **NOTES:**

1. In law enforcement agencies with specialized functions, the candidate must have been assigned to the investigation of child abuse crimes. In more generalized agencies, candidate must have spent a major portion of the time for two years in the investigation of child abuse crimes, 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 child abuse investigations.
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree in Criminal Justice, Criminology, Police Science or a closely related field may be substituted for one year of the required work experience.

### **SPECIAL REQUIEIMENT:**

1. Candidates must have successfully completed New York State Municipal Police Training Council Basic Course for Police Officers.
2. Possession of a valid driver's license.