

## **INVESTIGATOR**

**JOB CODE:** 4203  
**DEPARTMENT:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY CODE:** Tioga County Law Enforcement Union  
**ADOPTED:** 5/93; Revised 9/01, 10/03, 11/07, 03/13 Reviewed 08/16 Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER, no term***

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the conduct and pursuit of criminal investigation activities in an effort to solve crimes and other activities which may result in the placing of criminal charges with a court having jurisdiction. An employee in the class usually acts as a plain clothes investigator at crime scenes and in conducting other investigations to assure that the cases are properly investigated. The work is performed under the general supervision of the Sheriff or his designee with considerable leeway in the implementation of investigative methods. Though the work involves direction and oversight of department staff when acting as Investigator on the scene, direct supervision of others is not ordinarily a responsibility of the position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Interview victims and witnesses of crimes and criminal activities;
- Interrogate suspected perpetrators;
- Attend trials, hearings and other court proceedings as required to provide relevant testimony concerning investigations;
- Assume responsibility for the investigations of cases turned over by uniform Police Officers;
- Conduct complex criminal investigations when required;
- Work and cooperate with other government agencies such as the County Social Services-Child Protective Unit to investigate child abuse and/or sexual abuse allegations;
- Ensures that all evidence is properly packaged, documented and tagged;
- Performs "on scene" evidence collection at most search warrants and major crime scenes;
- With supervision of Undersheriff, performs lawful disposition of all recovered stolen property and completes relative documentation;
- Prepares and maintains various departmental records by use of computers;
- May be responsible for the department's statutory compliance with the NYS Sex Offender Registration Act, including sex offender registrations; preparing and disseminating public notifications and investigates/prepares for prosecution of reported violations;
- May develop, prepare and teach police related education courses as part of inter-departmental and intra-departmental training;
- Transport evidence to the State Police Lab for testing, when needed;
- Take photographs for use in court;
- Assist the District Attorney or his assistants in preparing a case for trial;
- Act as a liaison with other law enforcement agencies at the local, county, state and federal level for dissemination of pertinent information;
- Conduct follow-up investigations and personnel investigations as assigned;
- Maintain case files on all investigations;
- Process and handle bad check cases;
- May be responsible for conducting background investigations of new employees.

## 2. Investigator

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

Thorough knowledge of Police Investigative methods and practices, knowledge of the New York State Penal Law, Criminal Procedure Law and other laws and ordinances relating to criminal offenses. Knowledge of the use of firearms and other weapons, skill in obtaining, use, care and preservation of evidence such as fingerprints and photographs. Ability to interrogate witnesses and use collateral methods of obtaining information, initiative and resourcefulness. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS - PROMOTIONAL:** Must be permanently employed in the competitive class in the Tioga County Sheriff's Office and must have served continuously on a permanent or contingent permanent basis for forty-eight (48) months as a Deputy Sheriff, twenty-four (24) months of which must have been as a member of the Tioga County Sheriff's Office.

### **SPECIAL NOTES:**

1. Tioga County Civil Service Rule XIV, Section 9, states, "Police Officer and Deputy Sheriff Appointments. Hereinafter the term Police Officer shall include Deputy Sheriff."
2. Requirements—New York State Civil Service Law Section 58-1-b. (effective Sept. 1, 1984) Notwithstanding the provisions of any other section of law, general, special or local, in political subdivisions maintaining a police department serving a population of one hundred fifty thousand or less, no person shall be eligible for appointment nor shall he or she be appointed to any rank above the rank of police officer unless he or she has been appointed a police officer from an eligible list established according to merit and fitness as provided by section six of article five of the constitution of the state of New York or has previously served as a member of the New York State Police.