

## **CHIEF FORENSIC INVESTIGATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional work involving responsibility for overseeing the independent and forensic investigations of deaths which occurred without medical attendance or which resulted from accidental, suicidal, criminal, suspicious or undetermined causes. The incumbent provides supervision over Forensic Investigators and may also engage in interviewing witnesses, recording detailed observations of the scene, collecting physical and trace evidence and conducting follow-up field investigations. Evening work and other than normal work schedules can be expected in this position, as the incumbent will be on call to cover any emergency, including bioterrorism. Work is performed under the general direction of the Ulster County Medical Examiner, with leeway allowed for independent decision. Supervision is exercised over Forensic Investigators and other subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Investigates, and supervises the investigation of, deaths within the County;

Takes official possession of body and arranges for transport to local hospital, morgue and funeral home as required;

Recommends release of body or the need for autopsies (after consultation with the medical examiner) on the basis of preliminary investigation of death;

Works with law enforcement and the Medical Examiner and Forensic Pathologist to obtain positive identification of bodies through visual identification, x-ray, dental records, etc.;

Supervises Forensic Investigators and participates in investigations of facts surrounding deaths, including police records, hospital records, physicians records, committals, mental status, financial problems, events leading to death and facts leading to victim identification;

Performs, and supervises Forensic Investigators in interviewing of witnesses to obtain information useful to the Medical Examiner and Forensic Pathologist;

Consults with, and requests advice and assistance from, medical examiners, coroners and other officials when necessary in the course of an investigation;

Delivers to the District Attorney copies of records pertaining to a death where there is an indication that a crime has been committed;

Prepares and supervises the preparation of full report on death scenes including recording detailed observations and taking forensic photographs;

Prepares, and supervises the preparation of, a variety of reports;

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Maintains all records and documentation on investigations and prepares reports on results in conformance with all medical and legal protocols;

Maintains positive liaison with local, state and federal officials, hospitals and hospice staff, funeral directors, the medical community, prison officials, insurance companies and all staff assigned to the Medical Examiner's and Forensic Pathologist's offices;

May provide information to the decedent's next of kin regarding cause of death, manner and circumstance;

May testify in court and serve as expert witness;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern forensic investigative methods, procedures and techniques; good knowledge of what constitutes and how to collect and preserve evidence; ability to make sound decisions and judgments based on reviewing all the facts of complex cases; ability to establish and maintain effective working relationships with physicians, hospital personnel, law enforcement and other governmental and community agencies and the general public; ability to deal sympathetically and objectively with people under stress; ability to communicate effectively both orally and in writing; ability to read, understand, interpret and apply complex written material such as laws, rules and regulations; ability to prepare complex narrative written reports; ability to record information accurately; ability to maintain records; ability to maintain confidentiality; ability to give professional testimony in court or at inquests or hearings; ability to supervise the work of others; a high degree of accuracy; good power of observation; sound professional judgment; willingness to respond to calls on a 24 hour a day basis.

**MINIMUM QUALIFICATIONS:** Possession of a high school diploma or GED and ten (10) years of full-time, paid work experience as a Senior Level Law Enforcement Officer which included extensive experience in felony level criminal investigations, which included death scene investigations, as an investigator/detective. Two (2) years of experience must have involved the supervision of other officers.

**Special Requirement for Acceptance of Applications:** Eligibility for an appropriate New York State Motor Vehicle Operator's License. Possession of the license is required at the time of appointment.

ULSTER COUNTY  
1197 CH FOR INV  
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Adopted: October 3, 2016