

CHIEF INVESTIGATOR OF PROFESSIONAL STANDARDS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the management, coordination and supervision of officer integrity checks and internal investigations into allegations of officer corruption and/or misconduct. The incumbent ensures compliance with established police and corrections professional standards and ensures that the work is carried out in accordance with established office policies. Work is performed under the general supervision of the Undersheriff. Supervision is exercised over the work of others assigned to the Professional Standards Division. 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.

Directs and leads internal investigations into allegations of officer corruption and/or misconduct;

Manages, coordinates and participates in conducting officer integrity checks;

Oversees the interviewing of witnesses and targets of internal investigations;

Manages, coordinates and participates in conducting covert physical surveillance utilizing electronic, audio and video recording equipment;

Utilizes computers and field intelligence equipment in conducting investigations and report preparation and management;

Ensures accurate written records and reports of all investigative activity are maintained and filed appropriately;

Oversees the completion and filing of classified and confidential reports;

Reviews office policies, procedures and forms, makes recommendations and ensures compliance with established professional police and corrections professional standards;

Maintains working relationships with Sheriff and Corrections command staff and other agencies;

Ensures equal employment opportunity compliance;

Reviews FOIL requests and makes determinations;

Supervises new employee background investigations;

Completes special assignments as directed by the Undersheriff or Sheriff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the methods employed in conducting internal investigations; thorough knowledge of established police and corrections professional standards; ability to utilize covert surveillance equipment; ability to coordinate the activities of others; ability

to plan, coordinate and carry out effective internal investigations; ability to work with local, State and Federal authorities; ability to communicate effectively both orally and in writing; ability to maintain and ensure accurate records and reports; integrity; tact; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a law school recognized by the University of the State of New York with a Bachelor of Laws (LL.B) or a Juris Doctor (J.D.) degree and two (2) years of experience in family law and/or criminal procedure law; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of experience with a lawyer office or law firm as a Paralegal or Legal Aide, or experience in an investigative capacity with a law enforcement agency as an Investigator, Detective or Police Officer; **OR**
- C. Completion of sixty (60) credit hours from an accredited college or university and seven (7) years of experience with a lawyer office or law firm as a Paralegal or Legal Aide, or experience in an investigative capacity with a law enforcement agency as an Investigator, Detective or Police Officer; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience with a lawyer office or law firm as a Legal Aide, or experience in an investigative capacity with a law enforcement agency as an Investigator, Detective or Police Officer; **OR**
- E. An equivalent combination of the training and experience as indicated in A, B, C & D above.

ULSTER COUNTY
1198 CH INV PS
Classification: Competitive
NUMGT

Adopted: January 6, 2022