

## CORRECTION OFFICER – INVESTIGATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving the responsibility of gathering criminal intelligence, generally from the Ulster County Jail, social media, SAR reports, the dark web, Department of Corrections, high intensity drug trafficking areas (HIDTA) and other law enforcement agencies. The responsibilities also include plain clothed officers gathering facts and collecting evidence for narcotics and/or gang cases for the purpose of arrest and conviction of offenders. This includes intelligence gathering from inmates, conducting surveillance and debriefing confidential informants, and investigating incidents and offenses including but not limited to the sale of controlled substances, illegal possession and/or sale of firearms, illegal gang activity, overdose death cases, violent felony offenses and internet crime offenses. An incumbent will be assigned to interagency task forces who work in areas of specific crimes, including drug enforcement. The work involves a considerable amount of verbal interaction and communication with offenders, informants, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The work is performed under the general supervision of a higher-level employee with latitude and discretion being given to perform appropriate investigations and interrogations. 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 positions. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Patrols an assigned area of the County Jail and gathers intelligence within the inmate population regarding but not limited to the sale of controlled substances, illegal possession and/or sale of firearms, illegal gang activity, overdose death cases and internet crime offenses;

Obtains information and secures evidence for the arrest of persons alleged to have committed crimes;

Observes inmate behavior and conducts surveillance within the Jail;

Carries out investigations to solve criminal cases and to prevent crimes as reported by uniformed patrol and assigned accordingly by supervisor;

Pursues the apprehension of known offenders by surveillance and varying searches as applicable including credit card and Internet searches;

Handles the technical aspects of investigations including the management of undercover officers(s) and confidential informant(s), securing proper warrants, exercising proper evidence collection and preservation, and proper searches and seizures according to procedural law;

Cultivates narcotics and gang intelligence;

Investigates suspected persons and questions witnesses;

Examines scene of crime to obtain clues and gather evidence to collate an accurate conclusion regarding an investigation;

Arrests or assists in the arrest of criminals or suspects;

Conducts interrogations of criminals or suspects to get information and/or confessions of criminal behavior pertaining to involvement of possession/sale of controlled substances, firearms and illegal gang activity;

Investigates known or suspected criminals and/or facts of a particular case to detect planned criminal activities or clues;

Frequents known haunts of criminals and becomes familiar with criminals to determine criminals' habits, associates, characteristics, aliases, and other personal information;

Records and reports progress of investigations to commanding officer and appropriate parties;

Prepares assigned cases for court account accordingly to formalized procedures;

Testifies before court and grand jury;

Writes reports and maintains meticulous records regarding investigations.

**FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of criminal investigation procedures and techniques as they apply to narcotics and illegal gang crimes; good knowledge of the rules, regulations, procedures and policies of the County Jail; good knowledge of New York State Minimum Standards and Regulations for Management of County Jails; good knowledge of the modern principles and practices of law enforcement work; good knowledge of the New York State Penal Law, Criminal Procedures Law and local ordinances; good knowledge in the use and safety precautions of weapons and their capabilities; skill in investigation and interrogation; skill in surveillance; skill in collecting and preserving evidence; ability to deal effectively with inmates and maintain order and discipline; ability to read and understand laws, rules and regulations; ability to communicate effectively both orally and in writing; ability to understand oral and written directions; ability to articulate thoughts on the applications for search warrants relevant to criminal procedures law; ability to prepare narrative reports and record information accurately; ability to prioritize own work; good power of observation; good memory; sound judgement; honesty and integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Eighteen months of full time work experience as a Correction Officer, one (1) year of which must have included experience in gathering intelligence regarding narcotics and gang crimes.

**Special Requirement:** 1) At time of appointment, a candidate for this position must possess a New York State Drivers License appropriate to the vehicle(s) to be operated. 2) At time of appointment, a candidate for this position must meet the requirements for appointment as provided by applicable law, rule and regulation. 3) Correction Officer-Investigators are required to work long hours during investigations. 4) Must be a certified NYS Field Intelligence Officer (FIO).

ULSTER COUNTY

1815 CORR INV

Classification: Competitive

Union: UCSEA

Adopted: July 12, 2021