

LAW ENFORCEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work in the Office of the District Attorney involving responsibility coordinating the law enforcement response to reported cases of serious child abuse, for investigating crimes, interviewing victims and witnesses, gathering evidence, presenting findings and recommendations and other crime detection duties in connection with the multidisciplinary investigation of child abuse, both physical and sexual. 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 District Attorney or higher-level employee as designated by the District Attorney. Lead and participate supervision is given to other investigators on the team in the form of case assignment, review, and advice. General supervision is exercised over subordinate employees. Evening work and other than normal work schedule can be expected in this position including serving as an after-hours on-call point of contact. 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.

Reviews new reports of suspected child abuse as received from the New York Statewide Central Register (Child Abuse Hotline) and other sources and assigns and distributes caseload to police members of the co-located Multi-Disciplinary Team (MDT) on a daily basis;

Supervises and directs police officers, detectives and investigators assigned to the (MDT);

Coordinates with Child Protective Services (CPS) Supervisor daily to triage and to assign cases to the appropriate team for investigation and follow-up;

Maintains active caseload of investigations in the area of child abuse;

Interviews children as possible victims of a crime; interviews witnesses and takes written statements;

Maintains and preserves chain of custody for case-related evidence held at the Child Advocacy Center (CAC);

Maintains records relating to law enforcement component of Child Protective Services investigations, documents numbers of cases and statistical cases relating to case outcomes;

Acts as liaison for the District Attorney's office to coordinate investigations with the multi-

Law Enforcement Coordinator

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 Community & Family Services;

Assists attorneys in the preparation for and trial of criminal cases;

Maintains confidentiality of records and information related to cases and investigations;

Serves legal papers, including subpoenas and court orders;

Conducts visual and electronic surveillances as necessary;

May arrest persons for whom there is reasonable cause to believe they have committed a crime;

Identifies and attends suitable training sessions on changes in law, modern investigation techniques, criminal forensics, and other matters.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: 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, arrest warrants and wire-tap orders; ability to deal sympathetically and gain the trust of children 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: Either:

- A. Possession of a Bachelor's degree in police science, criminal justice or a related field AND four (4) years of full-time experience in criminal investigation work in a law enforcement agency, two (2) years of which involved the investigation of special victim crimes as a function of the position. Additionally, two (2) years of the full-time criminal investigative work must also include administrative or supervisory duties; OR
- B. Possession of an Associate's degree in police science, criminal justice or a related field and six (6) years of full-time experience as described in (A) above, two (2) years of which involved the investigation of special victim crimes as a function of the position.

Law Enforcement Coordinator

Additionally, two (2) years of the full-time criminal investigative work must also include administrative or supervisory duties; OR

- C. Possession of a High School diploma or GED and eight (8) years of experience as described in (A) above, two (2) years of which involved the investigation of special victim crimes as a function of the position. Additionally, two (2) years of the full-time criminal investigative work must also include administrative or supervisory duties; OR
- D. An equivalent combination of education, training, and experience between the limits of (A), (B), and (C) above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
3890 LW EN CD
Classification: Proposed Non-Competitive
MGT

Adopted: January 21, 2025