

PROFESSIONAL STANDARDS INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for ensuring compliance with established police and corrections professional standards and conducting officer integrity checks and internal investigations into allegations of officer corruption and/or misconduct. The work is performed in accordance with established office policies with wide latitude for independent judgment in carrying out the work assignment. The incumbent is required to work irregular hours and weekends in performing investigative work. Work is performed under the general supervision of the Undersheriff. Supervision over the work of others is not a function of this position. 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.

Conducts officer integrity checks and internal investigations into allegations of officer corruption and/or misconduct;

Interviews witnesses and targets of internal investigations;

Conducts covert physical surveillance utilizing electronic, audio and video recording equipment;

Searches for, gathers and secures evidence;

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

Keeps accurate written records and reports of all investigative activity;

Completes and files classified and confidential reports with the Sheriff as required;

Reviews office policies and forms and ensures compliance with established professional police and corrections professional standards;

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

Completes special assignments as directed.

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 plan 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 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; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and three (3) 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 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**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) 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
5095 PRF ST INV
Classification: Competitive
Grade: 2
Union: PBA

Adopted: December 23, 2020
Revised: January 6, 2022