

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8756210

University Police Investigator 1, Grade 17	8756210
University Police Investigator 2, Grade 19	8756220

Brief Description of Class Series

University Police Investigators investigate crimes and other matters affecting security at the campuses of the State University of New York to assist in the apprehension and prosecution of suspects and violators. They regularly interview witnesses, victims, complainants and suspects and coordinate with local police officials to obtain information relevant to the conduct of law enforcement investigations of criminal acts or violations of University regulations at campuses. They also periodically instruct other members of the University Police organization in law enforcement and investigative techniques and may meet with student organizations, groups, faculty and staff to discuss security problems, explain the mission of the University Police, and develop positive, cooperative relationships between University Police and the campus community.

Positions are classified only in the State University of New York and have Police Officer status, pursuant to the Criminal Procedure Law, Section 1.20(34)(s).

Distinguishing Characteristics

University Police Investigator 1: full performance level; under the general supervision of a University Police Investigator 2 or other higher level police position, investigates violations of criminal law on campuses of the State University of New York.

Police Officer status distinguishes University Police Investigators from a variety of investigator positions, which investigate primarily civil and administrative matters. University Police Investigators typically conduct investigations which may extend over periods of weeks or perhaps months and which require application of the full range of interviewing and investigative techniques. This distinguishes their investigations from those conducted by law enforcement officers such as University Police Officers. University Police Officers' investigations are incidental to other law enforcement activities, are of much shorter duration, such as on-scene information gathering at the scene of accidents or incidents, and do not require the full range of investigative techniques.

University Police Investigators are further distinguished from other Investigator positions involved in criminal investigations by the highly academic nature of the communities they serve.

University Police Investigator 2: supervisory level; supervises multiple University Police Investigators 1 in addition to performing all duties of a University Police Investigator 1.

Related Classes

University Police Officers enforce all New York State and local laws and the Student Code of Conduct on the grounds of the State University of New York. University Police Officers are charged with full police officer powers under Criminal Procedure Law, Section 1.20(34)(s) and are responsible for the performance of the full range of professional police duties. University Police Officers assist other Local, State and Federal police officers with investigations and may collect evidence, question witnesses or testify in court in connection with alleged criminal actions.

University Police Communications and Security Specialists provide communications, security, and public safety services within a 24/7 operation in the University Police Departments at the campuses of the State University of New York. Their primary responsibility is to function as the initial point of contact between the police and the public, performing dispatching activities, and using various databases, online systems, and multiple video sources.

Illustrative Duties

University Police Investigator 1

Investigates crimes and incidents using the full range of investigative techniques including surveillance and interviews to assist in the apprehension and prosecution of suspects and violators.

- Interviews victims, complainants, witnesses and suspects to obtain information used in determining criminal guilt, recovering stolen property and preparing depositions and confessions while exercising discretion in determining the content, scope and extent of questioning.
- Observes the civil and constitutional rights of those questioned.
- Confers with other law enforcement officials and district attorneys to convey and obtain information relevant to the conduct of investigations.

- Maintains department evidence and property in accordance with retention schedules.
- Provides discovery materials to prosecutors as required by law.
- May have supervisory oversight of University Police Officers 1 on scenes where the University Police Investigator 1 has investigative command.
- May perform duties of a University Police Officer 1 when necessary.

Meets with faculty and student organizations to discuss security problems. Develops cooperative relationships between the University Police and campus community.

May conduct confidential background investigations of prospective employees in the Classified and Unclassified Service and employees of the University Police Department.

University Police Investigator 2

Performs all duties of University Police Investigator 1.

Supervises multiple University Police Investigators 1.

- Schedules and assigns cases.
- Provides written and oral instructions regarding cases.
- Provides guidance and assistance in gathering and evaluating evidence.
- Observes and discusses progress of Investigators.
- Reviews written reports prepared by subordinate Investigators.

Minimum Qualifications

University Police Investigator 1

Promotion: three years of permanent service as a University Police Officer 1.

University Police Investigator 2

Promotion: one year of permanent service as a University Police Investigator 1.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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