

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

Classification Standard

Occ. Code 6634100

Internal Investigator 1 (Justice Center), Grade 18	6634100
Internal Investigator 2 (Justice Center), Grade 23	6634200
Supervising Investigator 1 (Justice Center), M-1	6634600
Supervising Investigator 2 (Justice Center), M-2	6634700

Brief Description of Class Series

Positions in this title series independently conduct investigations involving allegations of physical and financial abuse, neglect, and death of vulnerable persons. Internal Investigators (Justice Center) work with local and state law enforcement authorities to assist in the investigation of offenses by collecting evidence, and interviewing witnesses and suspects.

These positions are only classified at the NYS Justice Center for the Protection of People with Special Needs.

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

Internal Investigator 1 (Justice Center): full performance level; conducts a variety of investigations including allegations of abuse and/or neglect, financial, and death.

Internal Investigator 2 (Justice Center): first supervisory level for non-criminal investigations, or serves as criminal investigator.

Supervising Investigator 1 (Justice Center): second supervisory level; oversees a team of investigators in an assigned region.

Supervising Investigator 2 (Justice Center): managerial level; manages and directs the operations of a specialized program or group of investigative units headed by Supervising Investigators 1 (Justice Center) in an assigned region.

Related Classes

Internal Investigators (OCFS) conduct investigations involving allegations of abuse and misconduct within Office of Children and Family Services facilities.

Internal Investigators (OPWDD) conduct investigations involving allegations of abuse and misconduct within Office for People with Developmental Disabilities facilities.

Illustrative Tasks

Internal Investigator 1 (Justice Center)

Conducts investigations of a wide variety of civil complaints, including areas such as: physical abuse and/or neglect, financial and death investigations.

Performs pre-adjudication investigations and assists other investigators.

Responds to incident scenes to collect evidence and interview witnesses, victims or suspects.

Traces, interviews, and subpoenas witnesses, victims, and suspects in civil cases.

Obtains statements, documents and related evidence for use in court, and coordinates the appearance of witnesses at adjudication proceedings.

Examines court, public and governmental records needed for investigation in the preparation of evidence for trial by taking photographs, preparing diagrams, charts, etc.

Writes narrative reports to effectively communicate the results of investigations to appropriate parties.

Testifies in adjudication proceedings concerning evidence gathered in investigations.

Serves as a liaison and coordinates investigative activities with investigators and law enforcement officers from various agencies.

Serves civil process documents and makes recommendations regarding case disposition.

Operates computers, photographic and recording equipment, and other related investigative equipment and resources.

Internal Investigator 2 (Justice Center)

When assigned non-criminal investigations, serves as a lead investigator and performs the same duties as Internal Investigator 1 (Justice Center).

When assigned criminal investigations, the positions perform the following duties in addition to those described for Internal Investigators 1 (Justice Center):

Performs pre-trial investigations and assists other investigators. Traces, interviews, and subpoenas witnesses, victims, and suspects in criminal and civil cases; obtains statements, documents and related evidence for use in court.

Conducts investigations of a wide variety of civil complaints, and felony and misdemeanor criminal cases, including such areas as: NYS Penal Law violations, allegations of abuse and/or neglect, financial and death investigations.

Prepares and serves search warrants and arrest warrants; prepares reports for use in preparation and prosecution of criminal and civil cases.

Testifies in court concerning evidence gathered in pre-trial investigations.

Serves criminal and civil process documents; makes arrests as necessary based on probable cause, warrants, and criminal complaints.

Operates police radio, computers, photographic and recording equipment, eJustice terminal, and other related law enforcement equipment and resources.

Supervising Investigator 1 (Justice Center)

Supervises pre-trial investigations and assists investigators on cases of a particularly sensitive nature.

Supervises investigations of a variety of civil complaints, and felony and misdemeanor criminal cases, including such areas as: NYS Penal Law violations, allegations of abuse and/or neglect, financial and death investigations.

Supervises investigators responding to incident scenes to collect evidence, interview witnesses, victims or suspects.

Coordinates the daily activities of investigators and assigns cases for investigation.

Reviews reports of investigations conducted by subordinate investigators to ensure they are complete and carried out in an appropriate manner.

Assists in the preparation and service of search warrants and arrest warrants; reviews and approves reports for use in preparation and prosecution of criminal and civil cases.

Testifies in court concerning evidence gathered in pre-trial investigations.

Serves as a liaison and coordinates investigative activities with law enforcement officers from various agencies.

Operates police radio, computers, photographic and recording equipment, eJustice terminal, and other related law enforcement equipment and resources.

Provides direction to staff on policies, procedures, and investigative strategies.

Performs the full range of supervisory duties (e.g., performance evaluations, attendance and leave, and discipline).

Supervising Investigator 2 (Justice Center)

Collaborates with the Assistant Chief to oversee staffing, recruitment, training compliance, and succession management planning for their assigned regional office(s). Reviews and rates the work of subordinate staff accordingly.

Manages the assignment of cases, distribution of workloads, establishment and progression of project deadlines, and related activities for assigned staff.

Meets with subordinate Supervising Investigators 1 (Justice Center) regarding all aspects of their team's cases and strategies to be employed.

Monitors investigative caseloads by preparing reports to ensure efficiency and effectiveness of their assigned regional office staff.

Recommends and implements investigative program policies, procedures, and guidelines to ensure that investigations are being conducted with best practices and abiding by all laws, statutes, and applicable regulations.

Models and promotes a victim-centered, evidence-based, trauma-informed approach.

Facilitates and prepares meeting agendas, presentations, and briefings for multi-disciplinary team meetings where representation for Abuse and Neglect Cases expertise is required, to support regionally assigned investigative staff cases and achieve consensus among other members of the multi-disciplinary team on how best to proceed.

Performs the full range of administrative supervisory duties.

May perform any duty assigned to a Supervising Investigator 1 (Justice Center).

Minimum Qualifications

Internal Investigator 1 (Justice Center)

Non-competitive: four years* of investigative experience** and satisfactory completion of a two-year traineeship OR six years* of investigative experience**.

Internal Investigator 2 (Justice Center)

Non-competitive: one year of permanent service as an Internal Investigator 1 (Justice Center) OR seven years* of investigative experience**.

Supervising Investigator 1 (Justice Center)

Non-competitive: one year of permanent service as an Internal Investigator 2 (Justice Center) OR eight years* of investigative experience**, one of which must have been in a supervisory capacity.

Supervising Investigator 2 (Justice Center)

Non-competitive: one year of permanent service as a Supervising Investigator 1 (Justice Center) OR nine years* of investigative experience**, two of which must have been in a supervisory capacity.

*Substitution: an associate's degree may substitute for two years of investigative experience; or a bachelor's degree may substitute for four years of investigative experience.

**Investigative experience is defined as independent investigative experience and includes the following activities: interviewing and interrogating witnesses; collecting and analyzing data and evidence; writing and summarizing case narratives; and testifying at administrative hearings and criminal proceedings.

Types of qualifying investigative experience: Experience as police detective, licensed and registered private investigator, federal investigator, state investigator, municipal investigator, child protective services investigator, in an investigative position involving trial preparations and detailed reports, or investigations within a branch of the Armed Services.

Non-qualifying investigative experience includes but may not be limited to: Routine police patrol work, traffic enforcement, building surveillance, tax collection, collection of delinquent accounts, skip tracing, credit checking, auditing, employment interviewing, hotel or store detective, correction officer, guard, inspector or security related positions, or any other position which does not involve the level of law enforcement investigative, or field investigation described above.

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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