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**The Albany County District Attorney's Office is looking for qualified candidates to fill the position of Inspector. All applicants should submit a cover letter and resume to 6 Lodge St. 4<sup>th</sup> Floor, Albany, NY 12207 Attention: Bethany Simpson, or can be emailed to [Bethany.Simpson@albanycountyny.gov](mailto:Bethany.Simpson@albanycountyny.gov)  
The starting salary is \$91,800.**

## **Inspector**

**DISTINGUISHING FEATURES OF THE CLASS:** Assisting in the development and execution of the operational objectives, action plans and subsequent oversight of the investigative work performed by the Senior Investigator and Criminal Investigative Unit. This includes the co-development, and oversight of the application and performance measurement of the most appropriate methods, policies and procedures in the investigation of alleged criminal complaints and verification of evidence to present in criminal proceedings. Work is performed under the supervision of the Chief Investigator. Investigations involve dealing with highly confidential and legally privileged information. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- At the direction of the Chief Investigator, oversees projects and programs associated with organizational adherence to the standards directed in Executive Orders, Criminal Procedure Law and Penal Law to include:
  - Strategies, policies, procedures, practices and deployments and corresponding plans to improve them, for the purposes of addressing the particular needs of the communities served and promote community engagement to foster trust, fairness, and legitimacy, and to address any concerns raised a result of Police Reform and Reinvention Collaborative.
  - Supervise agency initiatives and participate in efforts with law enforcement to institute police reform to include changes to use of force policies, de-escalation training, evidence based policing strategies and procedural justice; law enforcement assisted diversion programs; restorative justice practices; community-based outreach

- and conflict resolution; problem-oriented policing; hot spots policing; focused deterrence; crime prevention through environmental design; violence prevention and reduction interventions; model policies and guidelines promulgated by the New York State Municipal Police Training Council; and standards promulgated by the New York State Law Enforcement Accreditation Program.
- Assist in the development and as directed, lead portions of a program designed to meet Accreditation Standards for the Albany County District Attorney's Criminal Investigations Unit.
- As directed, collaborate with Human Resources and Legal Counsel to develop plans for the adherence to standards and directives related to Law Enforcement Employment records for discovery obligations.
  - In collaboration with the Chief Investigator, ensure and if necessary, investigate the accuracy of documents filed and records produced in accordance with Criminal Procedure Law and Penal Law for police witnesses in Albany County proceedings.
  - Develop and manage the operational systems and programs for the supervision of the investigation of criminal complaints to establish and verify the authenticity of complaints;
  - Develop and manage the operational system for policy and initiatives that oversees evidence in the form of statements, documents, and records;
  - In collaboration with the Chief Investigator develop appropriate systems to capture information, reports on investigations and complaints and keeps record of information obtained;
  - Manage programs for office safety and security protocols;
  - Provide testimony in court, civil and administrative hearings as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of principles and practices of leadership, operational effectiveness and performance measurement.
- Knowledge of and skill in leading investigative unit and first line supervisory staff towards organizational goals;
- Skill in developing law enforcement policies and procedures;
- Knowledge and skill with Microsoft Office Suite;
- Thorough knowledge of principles, practices and methods used in investigative work;
- Thorough knowledge of Criminal Procedural Law, Penal Law and Executive Orders as it pertains to position;
- Skill in obtaining information through interviews and observations;
- Skill in obtaining information from unwilling sources;
- Ability to deal firmly but courteously with the public;
- Ability to prepare written reports;
- Possess integrity and tact and maintain good physical condition.

**EDUCATION:**

- a) Graduation from a NYS or regionally accredited two year college with an Associate's degree in Criminal Justice and five (5) years of extensive investigative experience; or
- b) Graduation from high school or possession of a GED and eight (8) years as a police officer with extensive investigative experience; which would include experience with highly confidential investigations and experience in dealing with police agencies at the local, state and federal levels; or
- c) Any equivalent combination of training and experience as indicated above.

**EXPERIENCE (List amount and type):**

At least 10 consecutive years as a New York State Certified Police Officer in the DCJS Police Officer Registry.

At least 8 years supervisory experience in a Law Enforcement capacity.

At least 5 years supervisory investigative experience.

**LICENSES/SPECIAL REQUIREMENT:**

Must be a graduate of a certified Basic Municipal Police Training Program and registered with the NYS DCJS Police Officer Registry.

Must be a graduate of the NYSDCJS Supervisor's Course