

Notice of Job Opening

Position: Senior Investigator

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department: Community Police Review Board

Vacancies to be filled: 1

Rate of Pay: \$65,300 – 91,910 Annually
Commensurate with qualifications and experience

Schedule: Monday – Friday; 8:30 a.m. – 5:00 p.m.

Application Deadline: Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference: YES

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

SENIOR INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position within the City of Albany's Community Police Review Board (CPRB). Under the general supervision of the Community Police Review Board (CPRB) and the direct supervision of the Common Council or their designee, and the CPRB's Program Director, the Senior Investigator will supervise and conduct sensitive, independent investigations of officer-involved shootings, deaths in custody, and other incidents, which may include but are not limited to use-of-force resulting in great bodily injury, misconduct by a police officer, discourteous conduct toward a member of the public, or conduct unbecoming of a police officer in a thorough and unbiased manner. The Senior Investigator will be responsible for supervising investigative staff; conducting investigations that include interviewing complainants, impacted parties, witnesses, employees of the Albany Police Department (APD), and others in connection with the investigation; conducting canvasses for witnesses and other evidence; identifying, collecting, preserving, and analyzing evidence, while maintaining a level of confidentiality in their work and case files. The Senior Investigator shall serve as the CPRB's second in command and lead the agency in the Program Director or their designee's absence.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Serve as Program Director in the Director's absence.
- Provide support, guidance, training, and leadership to investigative staff.
- Efficiently manage caseloads while balancing competing priorities.
- Supervise and conduct through investigations, which include the identification, collection and preserving of evidence; canvasses; interviews; documenting investigative steps; and authoring and reviewing investigative reports.
- Communicate with members of the APD and other government officials.
- Request and obtain confidential sensitive documentary evidence for cases, including but not limited to police documentation, body-worn camera footage, third-party footage, and medical records.
- Canvass various locations in the City for surveillance footage, witnesses, and/or other evidence.
- Maintain information and documentation in database(s) and accurately document investigative steps.
- Consult and collaborate with Legal Counsel and Program Director to identify, assess, and address legal issues.
- Draft clear and concise reports that summarize relevant facts, policies and laws, and provide a thorough analysis of allegations with disposition recommendations based on the preponderance of the evidence standard.
- Identify potential patterns or practices warranting further inquiry.
- Present investigative reports to the Program Director and Board.
- Interact with the Program Director and Board to ensure the timely completion of investigations.
- Plans, schedules, reviews, and evaluates the work of assigned staff;
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to supervise sensitive investigations and manage investigative staff.
- Ability to understand and interpret complex written material including, but not limited to police policy and practices; search and seizure, uses of force and relevant case law;
- Ability to establish and maintain good working relations with individuals and communities impacted by policing;
- Knowledge of investigative principles and best practices, and ability to conduct timely unbiased investigations of a highly confidential and sensitive nature;
- Ability to develop and manage investigative plans while prioritizing multiple tasks, and meeting required deadlines;
- Knowledge of trauma-informed interview techniques and concepts;
- Ability to write and communicate clear, accurate, concise and unbiased investigative reports and summaries;
- Ability to identify and follow up on inconsistencies, reason logically, and apply facts to relevant policies, rules, and laws;
- Experience conducting investigative interviews and analyzing credibility of interviewees;
- Comfort with questioning police officers about their conduct while working with their attorneys/union representatives;
- Comfort with orally publicly presenting findings to the Board and responding to questions that arise;
- Ability to manage and develop the CPRB with the Program Director;
- Ability to identify and present policy trends and gaps in investigations and assist the Program Director and Board in making policy recommendations to APD and the Common Council;
- Familiarity with computers, specifically word processing, database management, spreadsheets;
- Ability to keep records and prepare reports;
- Strong judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant with an Bachelor's Degree, or higher in Investigations, Public Administration, Human Rights or closely related field and three (3) years of experience in interpreting and applying civil rights laws and conducting investigations; OR
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant with an Associate's degree in Investigations, Public Administration, Human Rights or closely related field and five (5) years of experience in interpreting and applying civil rights laws and conducting investigations; OR

- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in interpreting and applying civil rights laws and conducting investigations; OR
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C) above.

PREFERRED QUALIFICATIONS

Preference may be given to those who possess one or more of the following:

- A. Experience conducting police misconduct or government oversight investigations; AND OR
- B. Experience conducting internal employee misconduct investigations; AND OR
- C. Experience as a trial or appellate prosecutor, or criminal defense attorney, or a sworn law enforcement of administrator in a police department; AND OR
- D. Experience in developing and/or enhancing an investigations program; AND OR
- E. Experience in police policies as well as best practice implementation of police procedure.

SPECIAL NOTE:

- A candidate for employment must successfully pass a background check which may include fingerprint processing.
- As required by City Charter § 42-337, the following individuals are ineligible for appointment:
 - Current officers of the Albany Police Department (APD).
 - Current employees of the City of Albany.
 - Immediate relatives (e.g., spouse, parent, sibling, child, domestic partner, or legal guardian) of any APD officers or City of Albany employees.
 - Former employees of the APD, and their immediate relatives.

Note: Your degree must have been awarded 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.