

INVESTIGATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Community Police Review Board (CPRB) and the direct supervision of the Common Council or their designee, the CPRB's Program Director an Investigator is responsible for conducting sensitive and independent investigations of alleged police misconduct. Work is performed in close coordination with the CPRB Board, Program Director, and Senior Investigator. The incumbent exercises discretion and sound judgment in handling confidential materials and preparing investigative reports. The Investigator will conduct sensitive independent investigations of police-involved shootings, deaths in custody, and other incidents, which may include but are not limited to use-of-force incidents 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 Investigator will be responsible for interviewing complainants, impacted parties, witnesses, members 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 maintain a level of confidentiality in their work and case files. The Investigator will be prepared to answer questions from the Senior Investigator, Program Director and CPRB and present their findings in a comprehensive report.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conduct thorough and objective investigations of alleged misconduct by members of the APD.
- Efficiently manage a caseload while balancing competing priorities.
- Conduct through investigations, which include the identification, collection and preserving of evidence; canvasses; interviews; documenting investigative steps; and authoring 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 Senior Investigator, Program Director and Board.
- Interact with the Program Director and Board to ensure the timely completion of investigations.
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- 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 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;
- Comfort with questioning police officers about their conduct while working with their attorneys/union representatives;
- Comfort with orally publicly presenting findings to the CPRB and responding to questions that arise;
- Identify policy trends and gaps in investigations and assist the Program Director and Board in making policy recommendations to APD and the Common Council.
- Ability to be discreet, confidential and professional;
- Ability to keep records and prepare reports;
- Ability to understand complex oral and written instructions;
- Familiarity with computers, specifically word processing, database management, spreadsheets;
- Thorough knowledge of investigative practices and techniques;
- Ability to conduct interviews and gather information impartially;
- Ability to maintain confidentiality and handle sensitive matters with discretion;
- Strong judgement, analytical and critical thinking skills;
- Ability to establish and maintain effective working relationships with complainants, the public, and law enforcement personnel.
- 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 one (1) year of experience in interpreting and applying civil rights laws and/or 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 three (3) years of experience in interpreting and applying civil rights laws and/or conducting investigations; OR
- C. Graduation from high school or possession of a high school equivalency diploma

and five (5) years of experience in interpreting and applying civil rights laws and/or conducting investigations; OR

- D. Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

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.

Issued: 12/18/2024
Revised: 10/29/2025