

INVESTIGATIVE MANAGER (CCRB)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with wide latitude for the exercise of independent initiative, judgment and decision-making, manages a large staff of investigators conducting investigations for the Civilian Complaint Review Board (CCRB) concerning complaints by members of the public against members of the police department at all ranks alleging misconduct involving excessive use of force, abuse of authority, discourtesy or use of offensive language. All personnel perform related work.

Examples of Typical Tasks

Plans, directs, and reviews investigations and studies of complaints of alleged police misconduct.

Manages and controls all information and evidence gathered by investigation for use by executive staff and CCRB as mandated by the rules, regulations and legislative enactment.

Directs the activities of investigators conducting interviews of subjects and/or witnesses. Reviews case documents and records, prepares reports, and makes quasi-judicial recommendations to the board following investigations. Directs the training and development of staff in investigative techniques.

Maintains cooperative relationships with authorized representatives from federal, state and municipal agencies regarding investigative, legal and administrative issues and/or concerns.

INVESTIGATIVE MANAGER (CCRB) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and ten years of satisfactory full-time experience in the field of investigations or law enforcement, 18 months of which must have been in an administrative or executive capacity, supervising a staff performing investigations or related work; or
2. A satisfactory combination of education and/or experience equivalent to "1" above. However, all candidates must have at least five years of satisfactory full-time experience in the field of investigations or law enforcement and the 18 months of administrative or executive experience supervising a staff performing investigations or related work; or
3. Five years of satisfactory full-time Civilian Complaint Review Board investigation experience, at least 18 months of which must have been in the title of Supervisor of Investigators (CCRB) (31166).

Probationary Period

In accordance with Rule 5.2.1(b) of the Personnel Rules and Regulations of the City of New York, the Commissioner of the Department of Citywide Administrative Services has determined that the Terms and Conditions for appointment to these positions shall include a probationary period of one year.

Lines of Promotion

None. This is title classified in the Non-Competitive Class.