

DIRECTOR OF INVESTIGATIONS (BIC)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under the direction of the Deputy Commissioner for Investigations, and with wide latitude for the use of independent judgment and initiative, supervises teams of investigators and market agents conducting investigations in the wholesale food markets and private carting industry.

Examples of Typical Tasks

Supervises the Investigations Squad and Market Agents.

Supervises and coordinates the intake and assessment of new cases and complaints.

Implements and ensures enforcement of systems-wide procedures to make certain investigations are completed following commonly accepted investigative standards.

Reviews field reports and supervises follow-up investigations.

Coordinates electronic surveillance operations involving wire, oral and electronic communication intercepts, pen register/trap and trace procedures, and the use of tracking devices.

Reviews and edits case closing reports and accompanying investigative case files to ensure that the investigation is thorough and the factual findings and analyses are sound.

Advises and trains investigators and market agents and participates in their supervision and evaluations.

Locates and coordinates training courses for investigators through federal and state enforcement agencies.

DIRECTOR OF INVESTIGATIONS (BIC)(continued)

Qualification Requirements

1. Bachelor's degree from an accredited college and six years of satisfactory experience in federal, State or local public law enforcement investigating organized crime, at least five years of which must have been in an administrative, managerial, or executive capacity, or supervising investigations of fraud, waste and abuse public works projects, conducting Title III intercept investigations and handling confidential sources of information; or
2. A combination of education and/or experience equivalent to "1" above. However, all candidates must have the five years of administrative, managerial, executive, or supervisory experience described in "1" above and a high school diploma or its equivalent.

Firearms Qualification

Must qualify and remain qualified for firearms' usage as a condition of employment for the duration of their tenure. A firearms qualification test will be administered annually to determine qualification. The methods, procedures and protocol for the firearms qualification test will be determined by Business Integrity Commission. In addition, the Director of Investigations must remain authorized to carry firearms under Federal and New York State statutes.

Peace Officer Status

Candidates must be found qualified to serve as a Peace Officers and must satisfy the training requirements established by the State of New York for Peace Officers and obtain certification. Eligibility for Peace Officer status must be maintained for the duration of employment.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.