



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Detective**  
Jurisdictional Class: Competitive  
Civil Division: Cayuga County Sheriff's Office  
Adoption: CSM 03/14/90  
Revised: CSM 04/07/98, 05/13/98, 06/10/98, 06/19/02, Re-titled 8/11/04, 05/11/05, 03/15/06,  
02/14/07, 05/20/08, 03/11/09, 03/14/13; 09/13/17; 06/21/18; 02/22/23

---

**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Sheriff's Office and involves responsibility to conduct investigations of criminal complaints and activities concerning alleged and actual crimes. The incumbent uses the latest techniques and instruments in the field of criminal investigation and physical evidence collection, storage and retrieval. The work is performed under general direction of the Detective Lieutenant. Investigations are received orally by complaint or in writing from Deputy Sheriffs either by conference or through submission of narrative reports. An employee in this class generally works in plain clothes and exercises wide leeway for independent judgment in carrying out responsibilities of the position. Direction may be exercised over the work of uniformed personnel, if needed, on special criminal investigations. The incumbent does related work in the Criminal Investigations Division as required or directed.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Investigates criminal complaints or actual crimes as assigned;  
Searches the crime scene for physical evidence including examining bodies and collecting and preserving physical evidence;  
Searches for and seizes contraband material and illicit drugs;  
Arrests suspects and interviews witnesses to the crime or alleged crime;  
Takes statements from crime victims, suspects and witnesses to be used in the investigation and prosecution;  
Develops thorough investigative techniques and the necessary evidence and facts leading to apprehension and prosecution of law violators;  
Interrogates suspects and takes and records confessions;  
Communicates with other law enforcement agencies such as City and State Police and Federal Agencies regarding criminal investigations in the county;  
Prepares accusatory instruments following arrest and for use in prosecuting criminal cases;  
Uses special purpose analytic techniques including digital still frame and video photography to collect physical evidence such as fibers, hair, weapons, fingerprints, body fluids and drugs to be used in forensic analysis;

*(continued on next page)*

**TYPICAL WORK ACTIVITIES (continued)**

Prepares written reports and statements to enable investigations to continue or conclude;  
Conducts preliminary field-testing on unknown substances to determine the type of potential controlled drug involved;  
Conducts background investigations or other special investigations as directed;  
Preserves physical evidence preparing it for storage, inventory, and shipping to crime laboratory for analysis;  
Gives testimony in Criminal Courts and before Grand Jury regarding pending criminal cases;  
Executes criminal arrest warrants and search warrants;  
Photographs and fingerprints arrested persons;  
Aids in prisoner transport, as needed;  
May be involved in development of training and conducting training for the Sheriff's Office;  
May be required to maintain various types of equipment utilized in the Sheriff's Office;  
Reports progress and case status to the Detective Lieutenant or other superiors as required;  
Related duties as assigned by Detective Lieutenant or other Supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of criminal investigative techniques, procedures and forensic analysis of physical evidence;  
Good knowledge of procedures of evidence for crime scene processing;  
Good knowledge of modern technical advances in forensic analysis;  
Good knowledge of techniques and practices used to collect and analyze latent fingerprints, photograph crime scenes and evidence;  
Good knowledge of fundamental concepts of investigative techniques related to court testimony; ability to collect and secure evidence related to criminal activity;  
Ability to interview witnesses and victims and interrogate suspects;  
Ability to evaluate information and evidence related to criminal activity and investigation;  
Ability to prepare a variety of records and reports related to the work;  
Physical condition commensurate with demands of the position.

**SPECIAL REQUIREMENT(S):**

- Possession of current valid NYS Driver's License at time of appointment.
- From date of employment, must possess and maintain a valid NYS Driver's License.