

A CAREER WITH DCJS



Sean M. Byrne
Acting Commissioner

THE DIVISION OF CRIMINAL JUSTICE SERVICES IS AN
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

www.criminaljustice.state.ny.us

About DCJS



The New York State Division of Criminal Justice Services (DCJS) is a multi-function criminal justice support agency. DCJS is among the nation's leaders in developing criminal justice technologies, communication and information systems. Housed in the Division are the State's criminal history fingerprint files, which are used to provide police departments and other authorized agencies throughout the state with the criminal records of arrested persons and, where authorized by statute, to provide certain employers and licensing entities with information on applicants.

Among the Agency's other responsibilities are: advising the Governor on programs to improve the effectiveness of New York's justice system; collecting and analyzing statewide crime data; administering federal and state funds earmarked for criminal justice purposes; conducting research on critical criminal justice issues and providing training and legal guidance to the State's law enforcement and prosecution communities.

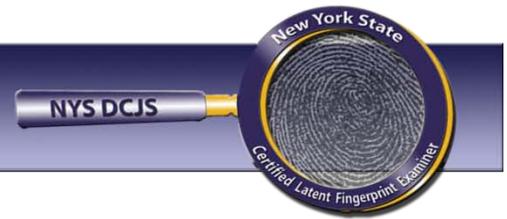
DCJS is comprised of 11 program areas:

- Office of Justice Information Services
- Office of Criminal Justice Operations
- Office of Public Safety
- Office of Internal Audit and Compliance
- Office of Public Information
- Office of Deputy Commissioner and Legislative Counsel and Office of Forensic Services
- Office of Justice Research and Performance
- Office of Administration
- Office of Legal Services
- Office of Program Development and Funding
- Office of Sex Offender Management

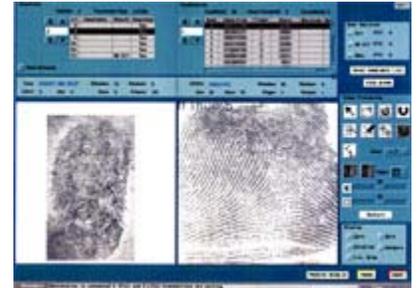
Please access the New York State Department of Civil Service Examination website at <http://www.cs.state.ny.us/jobseeker/public> for exam information on the positions described in this document and other positions in New York State government.

Career Opportunities

Identification Specialist



As an Identification Specialist, you would be responsible for supervising staff in the identification of individuals through electronic fingerprint searches and comparison of fingerprints with both computerized and master fingerprint files to determine identity and/or criminal history of individuals for use by authorized agencies.



Where They Work and What Their Role Is

The **State Identification Bureau (SIB)** processes fingerprint transactions associated with misdemeanor and felony arrests, incarcerations and other criminal justice related inquiries. It is also responsible for processing fingerprint submissions that are associated with applications for certain occupations or licenses that require a criminal history background check pursuant to state, federal and local laws.

Fingerprint transactions are received around the clock, each day, via high-speed, secure networks. Criminal fingerprint transactions received electronically are fully processed through the **Statewide Automated Fingerprint Identification System (SAFIS)** within one hour in order to determine positive identification, past criminal history and warrant information. Criminal history record reports, commonly referred to as "rap sheets," are returned electronically, and by mail, to contributing law enforcement agencies, district attorney offices and to courts for use in arraignment and bail determinations. The majority of civil applicant fingerprint submissions are processed in under two days, with rap sheets returned to contributing agencies electronically and by mail.

The **Civil Customer Service Bureau (CCSB)** provides a point of contact for civil contributors, as well as applicants, for questions or problems related to their noncriminal fingerprint submissions. The CCSB is responsible for the handling of all applicant fingerprint processing fees, as well as performing expedited service in relation to adoption, custody and guardianship fingerprint submissions from Family and Surrogate Courts. In addition, the CCSB is responsible for the implementation and management of the Statewide Vendor-Managed Civil Fingerprint Capture System which will allow a larger number of civil contributors to submit their prints electronically, as well as provide convenient locations for applicants to be fingerprinted throughout the state.

The **Latent Print** unit is responsible for receiving latent crime-scene prints from law enforcement agencies across the state, and from other parts of the country, and searching them electronically, using SAFIS technology, against a special database of approximately 30 million fingerprint images. The purpose is to attempt to identify the persons to whom the latent prints belong as part of criminal investigations of crimes by law enforcement agencies. The Criminal Justice Operations (CJO) Latent Print unit is the State's central SAFIS site among 16 regional, and three satellites, latent fingerprint sites networked across the State. As the central site, the CJO Latent Print unit provides assistance to the regional and satellite sites in connection with latent print processing issues and SAFIS matters. In addition to SAFIS technology, Latent Print staff use digital laboratory technology equipped with remarkable print image enhancement capabilities. Use of the lab significantly increases the chances

of producing positive identifications. Also, the Latent Print staff was the first in the country to electronically search crime scene prints against the FBI's database of 600 million print images using new Remote Fingerprint Editing Software (RFES).

The **Criminal History Repository Bureau** is responsible for monitoring, updating and maintaining criminal history information updated to the rapsheet and responding to requests for access to that information. Several sub-units perform critical roles to that end:

- The Administration Unit answers questions and maintains and updates Use and Dissemination Agreements that document authorized access to criminal history record information.
- The Agency Maintenance Unit sets up agencies for fingerprint and non-fingerprint based access to criminal history according to settings authorized in the Use and Dissemination Agreement.
- The Seal and Disposition Unit monitors and maintains criminal history record information updated to individual histories. Unit staff members respond to questions from the field, check on missing arrests and ensure the completeness and accuracy of disposition and associated seal information.
- The FBI Unit serves to ensure that the New York State criminal history information is updated properly to the FBI criminal history database. Staff members are responsible for updating FBI New York State criminal history information and responding to differences between the two criminal history databases.
- The Record Review Unit is responsible for processing requests by individuals and inmates to review and challenge their New York State criminal history. Individuals submit fingerprints with a processing fee to receive a copy of their criminal history. Inmates request a non-fingerprint based search of their criminal history. The unit responds to questions surrounding these requests and returns the criminal history record information report. Following receipt of these responses, individuals may submit documentation to challenge any aspect of their criminal history. Staff review and notify those individual of the results of their challenges and, where appropriate, update their criminal histories.

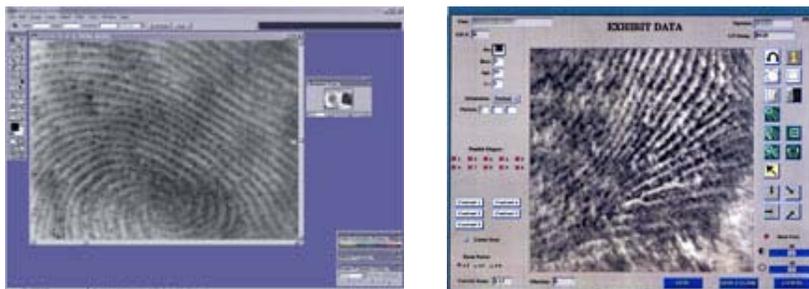
The NYS **Missing and Exploited Children Clearinghouse** (MECC) services generally fall into three categories: support services for law enforcement; assistance provided to left-behind family members, and; community education programs.

MECC Case Managers assist law enforcement agencies and parents in searching for missing children through a variety of ways, such as creating and electronically distributing missing child bulletins to private and public entities statewide. When a child is deemed to be "endangered," information can be sent via broadcast fax and email to every law enforcement agency, Thruway service areas/toll booths, train stations, bus terminals, airports and other entities across the State in a matter of minutes. If warranted by case circumstances, MECC utilizes the *NYS AMBER Alert* and *DCJS Missing Child/College Student Alert* programs. Also, MECC places missing child photographs and biographical information on the DCJS and National Center for Missing and Exploited Children (NCMEC) web sites.

MECC has an on-going community outreach program, which includes making presentations about Internet safety to school-age children, parents and other care givers. With regard to law enforcement,

MECC staff presents missing child investigative training and distributes missing/abducted child investigative procedures and guides.

Other positions assigned to these units are **Fingerprint Examiners and Latent Print Examiners:**



Title / Grade Level

Identification Specialist 1 Grade 14
Identification Specialist 2 Grade 18
Identification Specialist 3 Grade 23
Identification Specialist 4 Grade 25
Latent Print Examiner 1 Grade 14
Latent Print Examiner 2 Grade 18
Latent Print Examiner 3 Grade 23
Latent Print Examiner 4 Grade 25
Fingerprint Examiner 1 Grade 8
Fingerprint Examiner 2 Grade 11

Only current State employees are eligible to take these tests. However, the Beginning Clerical Worker exam, an entry-level exam, used for appointment to these titles, is an open test.

Senior Training Technical Police

As a Senior Training Technician Police, you would be responsible for the research and development of law enforcement training programs and their implementation. You would oversee the administration of training programs, conduct on-site inspections of approved training programs, evaluate certified instructors, assist in the research and development of grants, serve as an instructor in training programs and review and evaluate complaints arising from training programs. Upon the request of police agencies, you could prepare and conduct consolidation and feasibility studies, and participate in public speaking engagements.

Where They Work and What Their Role Is

The **Office of Public Safety** provides direct training to New York's law enforcement community in such areas as criminal investigation, traffic safety, law enforcement skills, youth services and management. It is also responsible for administering the Law Enforcement Accreditation Program, as well as several Governor's initiatives, such as the Police Officers Memorial and the Police Officer of the Year Award.

The **Office of Forensic Services** (OFS) is responsible for administrative oversight of the New York state DNA Databank and for maintaining a forensic laboratory accreditation program for public forensic laboratories in New York State under the authority of the NYS Commission on Forensic Science. The office conducts its activities in coordination with the New York Crime Laboratory Advisory Committee and various forensic experts from state and local crime laboratories.

Open Competitive - Open to the Public

- **Senior Training Technician**
 - A bachelor's degree or higher in criminal justice, public justice, police science, public administration, law enforcement or education;
OR
 - A bachelor's degree or higher in other than the degree areas mentioned above and one year of qualifying experience;
OR
 - An associate's degree in criminal justice, public justice, police science, public administration, law enforcement or education and one year of qualifying experience;
OR
 - 60 semester credit hours and two years of qualifying experience.
- **Associate Training Technician**
 - One year permanent service as a Senior Training Technician or Highway Safety Technical Training Supervisor.

Title / Grade Level

Sr. Training Technical Police Grade 18
Assoc. Training Technical Police Grade 23

salary grade 18 without further examination. Open-Competitive Qualifications for Appointment to the Entry level Trainee 1 are a Bachelor's degree in Criminal Justice or a related degree.

- **Criminal Justice Program Representative 2**
 - Positions are filled on a promotional basis.

Title / Grade Level

Criminal Justice Program Rep 1 (Administration) Trainee 1 NS

Criminal Justice Program Rep 1 Grade 18

Criminal Justice Program Rep 2 Grade 23

Criminal Justice Program Rep 3 Grade 25

Criminal Justice Program Rep 4 Grade 27

Criminal Justice Program Rep 5 Grade 29

Information Technology

Employees in the Office of Justice Information Services are involved in a variety of efforts to enhance the value and usefulness of criminal and juvenile justice information by promoting the integration of justice information systems and improving the quality and accessibility of this data.

Information Technology Specialists support IT activities related to: network and system design, configuration, maintenance, and security; customer support; business/systems analysis and design which may include web site development and administration of a transactional, dynamic, or interactive web site; and the design, development and administration of database systems.



Open Competitive - Open to the public

- **Information Technology Specialist 1 - Grade 14**
 - An associate's or higher level degree in Computer Science, Computer Information Systems, Telecommunications, Management Information Systems; OR
 - A minimum of 60 college semester credit hours including at least fifteen credit hours in Computer Science; OR
 - A total of one year of experience in the following computer related areas: network, server, storage, and systems management; telecommunications; IT customer support and training; computer installation, diagnosis and repair; technical writing; computer security; knowledge management; database administration, design and management; internet/intranet development, design, and maintenance; information technology project management; design and development of geographic information systems or computer aided drafting applications; computer programming; business/systems analysis; program design; or program testing.
- **Information Technology Specialist 2 - Grade 18**
 - A bachelor's or higher level degree in Computer Science, Computer Information Systems, Telecommunications, Management Information Systems; OR
 - A bachelor's or higher level degree with fifteen credit hours in Computer Science courses; OR
 - A bachelor's or higher level degree in any field and at least one year of the experience described above; OR
 - A minimum of 60 college semester credit hours including at least 15 credit hours in Computer Science courses and one year of the experience described above; OR
 - A total of two years of experience described above.

Title / Grade Level

Information Technology Assistant Grade 12
Information Technology Assistant Grade 14
Information Technology Assistant Grade 18

Other Career Opportunities

Other Open-Competitive (open to the public) examinations for positions in DCJS are:

- **Legal Specialties (Attorney)**

As an Attorney, in general, your assignment might include such tasks as: rendering "in-house counsel" advice to program managers; preparing pleadings; planning litigation strategy; drafting legislation, rules and regulations; performing legal research and analysis; drafting or reviewing contracts; preparing opinions and memoranda of law; or appearing at administrative tribunals or courts.

As of the date of filing your application, you must be a graduate of an accredited law school with an LLB or JD degree and/or be eligible to take the New York State Bar examination. If you are in your senior year at an accredited law school, you may apply within two months of the date of your anticipated graduation.

- **Criminal Justice Records Compliance Specialist 1**

As a Criminal Justice Records Compliance Specialist 1, you would review the procedures, records, activity, logs and corresponding practices of state and local criminal history record information systems to ensure compliance with all pertinent state and federal laws, rules and regulations. You may meet with local officials regarding the review and provide them with necessary information. Upon completion of the review, you would report your findings together with recommendations for management. Also, you may be called upon to investigate alleged illegal or unauthorized access to criminal history records.

- A bachelor's degree in criminal justice, police science, public administration, or political science and one year of experience in a position within a law enforcement or criminal justice agency where the majority of the duties involved the research or compliance review of criminal justice records; OR
- An associate's degree in criminal justice, police science, public administration, or political science and three years of appropriate experience in a position within a law enforcement or criminal justice agency where the majority of the duties involved the research or compliance review of criminal justice records.

- **Criminal Justice Policy Analyst 2**

As a Criminal Justice Policy Analyst 2, you would perform various assignments such as analyzing and presenting criminal justice data and trends, developing projections, reviewing and analyzing criminal justice policy, programs, legislation and research studies, evaluating, monitoring, and presenting data on program performance, developing reports on criminal or juvenile justice programs, conducting relevant research, preparing correspondence, and providing technical assistance to other governmental agencies.

- A bachelor's degree in criminal justice, police science, public administration, political science, sociology, psychology or anthropology, AND two years of qualifying experience analyzing data, trends, policies and programs that involve criminal justice systems or criminal justice populations in a formal professional setting; OR

- A master's degree in criminal justice, police science, public administration, political science, sociology, psychology or anthropology, AND one year of qualifying experience analyzing data, trends, policies and programs that involve criminal justice systems or criminal justice populations in a formal professional setting.

- **Criminal Justice Policy Analyst 3**

As a Criminal Justice Policy Analyst 3, you would perform, with limited supervision, high-level review and analysis of complex criminal justice policy, programs, legislation, and research studies; conduct relevant research, and prepare various reports and correspondence; identify strategies for dealing with criminal justice problem areas and provide technical assistance to other governmental agencies; may function as a project leader. Your tasks are similar to the Criminal Justice Policy Analyst 2, but are more complex and at a higher level, and you will work more independently.

- A bachelor's degree in criminal justice, police science, public administration, political science, sociology, psychology or anthropology, AND three years of qualifying experience analyzing data, trends, policies, and programs that involve criminal justice systems or criminal justice populations in a formal professional setting. One year of this experience must have been as a project leader or project supervisor; OR
- A master's degree in criminal justice, police science, public administration, political science, sociology, psychology or anthropology, AND two years of qualifying experience analyzing data, trends, policies, and programs that involve criminal justice systems or criminal justice populations in a formal professional setting. One year of this experience must have been as a project leader or project supervisor.

Employee Benefits

Health Benefits

New York State offers a comprehensive health insurance program for its employees and their families. Enrollment is optional, and several different options are available.

Plans include coverage for:

- Hospital
- Doctor Visits
- Prescription Drugs
- Dental
- Vision Care

Other benefits and insurances available based on negotiating unit.

Tuition Support

Tuition assistance is available to employees who work at least half-time provided under the terms of the union agreement for their negotiating unit or under the M/C Tuition Reimbursement Program.

Retirement Benefits

The New York State Employee's Retirement system is designed to provide income after retirement from State service. It provides certain death and disability benefits. Membership is mandatory for permanent full-time employees.

For general information call (518) 474-7736 or toll free (866) 805-0990.

Their web address is: <http://www.osc.state.ny.us/retire/index.htm>

Their mailing address is:

New York State and Local Retirement System
110 State Street
Albany, NY 12244-0001

Office of Human Resources Management

For information concerning employment opportunities within DCJS contact the Office of Human Resources Management at:

(518) 485-1704 or (518) 485-2874

or at their email address: dcjshrm@dcjs.state.ny.us

You may also write to:

Dennis H. Langley
Director of Human Resources Management
New York State Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203

OR

Wanda Troche
Director of Workforce Diversity & Equity Programs
New York State Division of Criminal Justice Services
4 Tower Place
Albany, NY 12203