

CLASSIFICATION: INTERNAL AFFAIRS INVESTIGATOR III

Class Code: 5300-23

Date Established: 4-16-12

Occupational Code: 3-2-5

Date of Last Revision: 12-31-13

BASIC PURPOSE: To manage, supervise and coordinate the activities and staff of the NH Department of Corrections internal affairs investigation unit in order to maintain institutional security and public safety.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Manages the assignment of investigations to subordinates and oversees the activity of assigned investigations, reporting on the status of each case to the appropriate designee.
- Conducts prison investigations, including acting as a liaison for police, Probation Parole Officers, and other law enforcement and correctional officials or institutions.
- Prepares reports of investigations and criminal cases for prosecution and maintains records of investigative cases, evidence and property.
- Supervises subordinates assigned to the internal affairs investigation unit and coordinates all work assignments, to include responsibility for employee work performance evaluations and training.
- Acts as liaison to outside law enforcement agencies regarding investigations and coordinates dissemination of information on escapees and fugitives.
- Reports to Director of Professional Standards on investigation activities and case status and conveys safety and security concerns to the Warden.
- Conducts administrative investigations of serious employee misconduct, identifies investigative issues, and initiates cases.
- Secures and ensures proper handling and maintenance of crime scene evidence.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy, and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and firing employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university.

Experience: Five years' experience in law enforcement or the correctional field including investigative activities with knowledge of investigative operations, practices and techniques, as well as experience in conducting, evaluating, analyzing and investigating allegations of wrongdoing and preparing related reports; with at least three years' experience in a supervisory or management role involved with security operations and/or programs associated with the confinement of incarcerated offenders.

OR

Education: Associates degree from a recognized college or university.

Experience: Seven years experience in law enforcement or the correctional field including investigative activities with knowledge of investigative operations, practices and techniques, as well as experience in conducting, evaluating, analyzing and investigating allegations of wrongdoing and preparing related reports; with at least four years' experience in a supervisory or management role involved with security operations and/or programs associated with the confinement of incarcerated offenders.

License/Certification: Must possess and maintain certification as a Corrections Officer issued by Police Standards and Training Council and meet ongoing training and performance standards as established by the NH Department of Corrections. NH Driver's License required.

RECOMMENDED WORK TRAITS: Considerable knowledge of the NH Department of Corrections policies and procedures and State of New Hampshire criminal law and procedure. Considerable knowledge of the methods and techniques of criminal investigation and law enforcement operations. Knowledge of database management. Knowledge of investigative report writing using proper grammar and punctuation. Skill in interviewing techniques. Skill in analyzing and interpreting data. Ability to work in a prison oriented environment. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to work and communicate with prison employees and inmates. Ability to express ideas clearly and concisely in oral and written form and to speak effectively before groups of people. Ability to supervise and coordinate a unit of staff, to include direct supervision, training, and performance evaluation. Ability to interpret and explain applicable rules and policies. Ability to establish and maintain effective working relationships with administrative staff, professionals, subordinate employees and the public. Ability to maintain objectivity in the investigation and production of reports. Ability to maintain confidentiality as needed in all criminal/administrative cases. Ability to convey case status information and concerns to high-level administrators. Ability to work collaboratively with administrators regarding the development of policies and procedures. Ability to investigate and review the use of equipment and data for specialized functions. Ability to use firearms. Ability to schedule and assign the workload of subordinates. Ability to establish and maintain effective relationships with other law enforcement officials and the general public. Ability to exercise tact, diplomacy and impartiality in relation to others. Ability to give adequate consideration to detailed matters. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.