

## INVESTIGATION SPECIALIST

### KIND OF WORK

Advanced professional investigative work.

### NATURE AND PURPOSE

Under limited supervision, an employee in this class investigates alleged misconduct, criminal acts, rule violations, or failure to fulfill duties in order to maintain safety, integrity, discipline, and morale within a state agency. The incumbent may investigate both internal and citizen allegations as well as critical incidents where no complaint has been received. This position may also conduct human resource related investigative services such as sexual harassment, breaches of security, discrimination and staff misconduct; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Organizes and formulates an investigative work plan to determine if further action is warranted and the probable scope of the investigation by setting investigative priorities and by reviewing allegations of misconduct, criminal acts, and rule violations.

Coordinates and conducts investigations in order to obtain the necessary information and evidence to complete the investigative work plan through the process of detecting and collecting physical evidence; identifying, locating, and interviewing witnesses, complainants, victims, targets and other third party sources of information; and compiling facts, evidence and opinions pertinent to the investigation.

Writes investigative reports to the Chief Executive Officer or the appointing authority to document information and evidence obtained during investigation by formally stating the purpose of the investigation; outlining the investigative plan, action, steps, etc., and by summarizing findings.

Advise local, state, and federal investigative agencies while they conduct investigations within the agency to facilitate their investigations by acquainting them with the state agency; by locating documents and witnesses; and by providing other assistance as necessary.

Testifies as a witness to defend the evidence in any resulting legal proceedings by responding to subpoenas; adhering to criminal and civil court procedures and by accurately and truthfully answering questions during the legal proceedings.

Participates in the administrative team by attending meetings to discuss highly sensitive and confidential information which is subject to use by the department and/or the State.

Provides technical assistance to supervisors responsible for investigations to ensure they are carried out according to policy and procedure by coordinating and conducting training regarding agency statutes and investigative techniques.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Investigative techniques sufficient to set investigative priorities; coordinate investigate work plans; and train other investigators.

State and federal laws, rules, and regulations sufficient to determine the nature of the violations and if further investigative action is required.

Interviewing techniques sufficient to collect evidence from witnesses, complainants, victims, and third party sources.

Agency policies and procedures sufficient to direct employees and achieve the annual objectives of the unit.

Due process sufficient to ensure the legality of the investigation and protect individual rights.

Skill in:

Oral and written communication and presentation sufficient to present reports to the Chief Executive Officer or appointing authority; to testify in legal proceedings; and to conduct training classes.

Reading comprehension sufficient to review, digest, and evaluate large volumes of documents and other investigative data from complex cases.

Human relations sufficient to establish and maintain effective working relationships with employees, outside agencies, and the public.

Observation sufficient to assess credibility of victims, witnesses, and suspects.

Ability to:

Plan, organize, and prioritize work assignments sufficient to assure the assigned work is completed within parameters set.

Effectively and ethically counter intimidation sufficient to maintain control and a calm appearance during difficult and stressful situations.

Est.: 10/91  
Rev.: 4/96

T.C.: 03/13/96, 04/17/96  
Former Title(s): Internal Affairs  
Investigator, Corrections Internal Affairs  
Investigator