

INVESTIGATOR – CORRECTIONS INTELLIGENCE

KIND OF WORK

Advanced level investigative/intelligence work.

NATURE AND PURPOSE

An employee in this class is responsible for monitoring, evaluating and reporting on offender activities and behavior, to identify and track members of Security Threat Groups throughout the Department of Corrections. He or she conducts complex and sensitive investigations into criminal acts and/or violations of Minnesota statutes, Federal law, and/or institution rules committed by offenders, staff and public upon institution property. Responsibilities include: gathering, analyzing and researching investigative data. The person in this position will also serve as a witness in criminal cases. There is considerable independence of action with work being subject to the direction of the Corrections Investigations Supervisor or a Corrections Intelligence Specialist.

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

Conducts criminal investigations.

Monitor and evaluate offender activity so that the security and safety of the institution can be maintained.

Collect and process intelligence information regarding violations of Minnesota, Federal law, and institution policy and procedure by offenders incarcerated and/or fugitive status, staff, authorized and unauthorized visitors on DOC property.

Prepares final summary reports on investigations so that evidence will be in a comprehensive and useful format.

Serve as the institution's Security Threat Group Coordinator to insure offenders associating and affiliating with security threat groups are effectively identified and tracked while under the authority of the Department of Corrections.

Assist in narcotics intelligence gathering so that narcotics trafficking by offenders incarcerated within DOC institutions is investigated.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota State Statutes, Federal law, Department of Corrections and institution policies, procedures and guidelines, employee legal/union rights, offender rights which govern arrests, investigations, search and seizure and the handling of evidence.

Investigative work.

Human relations.

Court and hearing procedures in order to testify as a witness in criminal cases.

Photography and the operation of a variety of electronic equipment to collect evidence.

High level of interviewing techniques in order to elicit accurate information.

Institution's Incident Management System (IMS).

Ability to:

Express thoughts verbally and in writing.

Read and comprehend written material.

Analyze and evaluate information.

Effectively and ethically counter intimidation.

Assess credibility of victims, witnesses and suspects.

Plan, organize and carry out work assignments with a minimal amount of supervision.

Est.: 08/25/00  
Rev.:

T.C.:  
Former Title(s):