

**GENERAL DESCRIPTION OF CLASS**

The ASSISTANT CHIEF CRIMINAL INVESTIGATOR supervises a staff of criminal investigators and organized crime financial investigators involved in investigating a variety of criminal activities such as economic crime, narcotic trafficking, misuse of office by public officials, and homicides. Employees in this class actively participate in investigations and the preparation and presentation of cases in judicial proceedings. All positions in this class supervise and are excluded from collective bargaining.

**DISTINGUISHING FEATURES**

This is the first level of a two-level series. This class is distinguished from the higher level by more active involvement in field investigations, and the absence of significant responsibility for unit planning and budgeting, development of policies and procedures, and establishing unit goals and priorities.

**DUTIES AND RESPONSIBILITIES**

Employees in this class supervise and coordinate the activities of a staff responsible for the statewide investigations of cases that are often sensitive in nature, involving widespread critical public attention and publicly volatile criminal issues. Cases are often unprecedented and may involve political implications and repercussions.

**1. Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance and prepares performance appraisals; provides initial orientation to new employees; reviews applicant's credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work related activities, personal growth, and career development; assesses need for training in areas such as firearms proficiency and first aid; schedules training if appropriate; assesses equipment needs for unit such as bulletproof vests, identifying jackets, or airplane to conduct surveillance of marijuana fields; researches effectiveness of equipment, such as bulletproof vest performance tests, and recommends purchases to unit superior; assists unit superior in screening all cases and determining appropriate action.

**2. Criminal Investigations.** Typical tasks: reviews allegations of criminal activity; gathers preliminary information by interviewing source of allegations and witnesses; reviews applicable statutes and scope of agency's jurisdiction; refers case to other legal jurisdiction if appropriate; coordinates investigation with other law enforcement agencies if appropriate; determines if severity of crime and probability of conviction warrants costs and time of investigation; prepares documents needed to request judicial approval for search warrants, wiretaps, and subpoenas of people or evidence with precision, to ensure that warrant withstands subsequent challenge in court by defendant; identifies, locates, and interviews people possessing information relative to investigation; plans and conducts covert physical surveillances which may necessitate traveling to various locations throughout the state and spending extended periods of time in situations such as remaining in a parked automobile, being in the wilderness, or assuming false identity to infiltrate suspected criminal organizations; conducts technical surveillances such as wiretapping, photographing, or videotaping suspects; serves

subpoenas and search warrants, and seizes evidence as authorized; reviews and analyzes documents, financial records, and other physical evidence; evaluates separate and distinct investigative matters that may arise in course of initial investigation; refers new matters to appropriate authorities or investigates on own; determines sufficiency of evidence to initiate legal action; makes arrests if appropriate; prepares final report of investigation, including summation of witnesses' statements and evidence available, identifying venue and statutory limitations, conclusions, and recommendations to prosecute or close case without prosecution.

**3. Case Prosecution.** Typical tasks: assists prosecuting attorneys in preparation of case for presentation to grand jury, district, circuit or Federal court by: 1) developing and documenting exhibits and evidence to ensure admissibility and comprehension by jury, 2) establishing list and order of witnesses and what information is to be elicited from each, 3) determining the need for and coordinating the examination of specialized professionals such as psychiatrists, fingerprint, and ballistic experts, 4) testifying at trial to explain conduct and conclusions of investigations, including interpretation of evidence obtained.

**4. Miscellaneous.** Typical tasks: prepares, coordinates and provides professional training in the area of organized crime to law enforcement officials from various jurisdictions throughout Oregon; acts as liaison with city, county, State, interstate and Federal law enforcement agencies to exchange information, including chairing monthly meetings with the heads of law enforcement agencies located throughout Oregon; confers with and conducts briefings of government officials on findings and implications of cases that are political in nature or involving widespread critical attention; responds to complaints from public by gathering information to initiate investigation or referring complainant to appropriate agency; testifies at legislative hearings concerned with the infiltration of organized crime in Oregon; identifies, evaluates, and develops potential criminal informants; conducts in-depth background investigations of applicants for positions with the Department of Justice; provides protection for witnesses deemed at risk, including around-the-clock personal and residence security; assists families of other investigators with personal problems, when investigators are conducting covert operations and cannot be contacted.

## **RELATIONSHIPS WITH OTHERS**

Employees in this class have daily in-person and telephone contact with people under investigation or possessing information or evidence relative to an investigation. They have daily in-person or telephone contact with personnel of various law enforcement agencies to exchange information or coordinate investigations. Employees in this class have occasional in-person contact with judges, attorneys and juries when testifying in court, with government officials when briefing them on politically sensitive cases, and with manufacturers and vendors of equipment when researching equipment to be purchased.

## **SUPERVISION RECEIVED**

Employees in this class receive general supervision from a unit superior, who reviews work several times a week for compliance with State and Federal statutes, rules and regulations, agency policies, regulations, guidelines and procedures, and collective bargaining agreements. Work is assigned verbally or in writing by a superior, or self-initiated based on information received from an informant or through a complaint from the public. Employees in this class exercise independence in judgment and action, self-initiative and ingenuity in the performance of tasks.

**SUPERVISION EXERCISED**

Employees in this class exercise general supervision over up to two organized crime financial investigators, approximately eight criminal investigators, and possibly one or two clerical employees. They are responsible for assigning work, and monitoring and evaluating the performance of subordinates.

**GENERAL INFORMATION**

Position requires the willingness to undertake substantial travel in state and some travel out of state. Position also requires willingness to work long, unpredictable hours to include evening and weekend work. Position further requires willingness to frequently work away from home and office for weeks to months at a time, to work in severe weather conditions, and to often work in very dangerous situations involving high personal risk.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

Extensive knowledge of the principles and methods of effective field investigation, covert investigations, surveillances, and law enforcement.

Extensive knowledge of the rules of evidence as they apply to civil and criminal cases.

Extensive knowledge of common business practices and records, including accounting documents.

Extensive knowledge of the legal sources of obtaining information.

Extensive knowledge of methods and tactics used by organized crime.

Extensive knowledge of forensic laboratory equipment and procedures.

General knowledge of corporate structures and practices and their relationship to antitrust laws.

General knowledge of drug and firearms technology.

General knowledge of Federal, State, county, and city governments.

General knowledge of Federal and State laws, court decisions, policies, and procedures.

General knowledge of law enforcement equipment and survival techniques.

General knowledge of computer science as it relates to criminal investigation.

General knowledge of new and changing police equipment.

Skill in evaluating complaints, identifying legal issues, and determining jurisdiction.

Skill in determining and adapting a plan of inquiry in an appropriate manner, to deal with unexpected developments or nonstandard circumstances.

Skill in preparing clear, concise, comprehensive written reports.

Skill in explaining pertinent provisions of the law orally.

Skill in objectively analyzing conflicting allegations, testimony, and documentary records.

Skill in following through independently on an assignment.

Skill in establishing effective working relationships with others.

Skill in testifying effectively in criminal proceedings before courts and grand juries.

Skill in proper procedures for gathering evidence.

Skill in interviewing and interrogation to collect evidence.

Ability to assign work for optimum coverage of caseload with available staff and to assure timely, thorough investigations.

Ability to assign and review work; compare work to established standards; identify areas of deficiency; and provide employee with suitable guidance on improvement.

Ability to explain and effectively implement new departmental procedures, changes in operations, and revisions in law and policy to subordinate staff.

Ability to apply and explain laws, rules and procedures pertaining to the area of investigation.

Ability to make decisions consistent with the law and departmental policies, in instances where guidelines are not directly applicable.

Ability to review work of others for completeness and accuracy.

Ability to train and orient new employees and evaluate progress.

Ability to effectively interview complainants and affected persons or their representatives.

Ability to communicate tactfully with members of the business community and their clients.

### **SPECIAL QUALIFICATIONS**

Incumbents must possess advanced police certification from the State Board on Police Standards and Training prior to beginning employment with the agency.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.