



CRIMINAL FINANCIAL INVESTIGATOR

5236

GENERAL DESCRIPTION OF CLASS

Criminal Financial Investigators are sworn police officers. They analyze the financial records of individuals and businesses to reveal the infiltration of organized crime into legitimate businesses. Criminal Financial Investigators also analyze the financial records and net worth of suspected and convicted criminals to enable the State to appropriate their assets under the Racketeer Influenced Corrupt Organization Act (RICO).

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

The class of Criminal Financial Investigator is distinguished from the Financial Investigator class by the emphasis of investigating the infiltration of organized crime into legitimate businesses, and the analysis of financial records to enable the state to appropriate assets under RICO.

The focus on financial investigation requiring the use of advanced accounting and financial auditing principles and practices, and the regular guidance given to other investigators on financial investigations distinguish it from the Investigator class series and the Criminal Investigator classification.

DUTIES AND RESPONSIBILITIES

The duties listed below are characteristic of the type and level of work associated with the class. Individual positions may do all or some combination of the duties listed.

1. Investigative Assessment

Receive allegation of criminal activity and gather preliminary information. Interview source of allegations and witnesses. Decide if severity of crime and probability of conviction warrant cost and time of investigation. Recommend initiation of investigation or refer case to other legal jurisdiction and coordinate investigation with other law enforcement agencies. Decide when a case is complete and ready for closure or submission to the prosecutor.

2. Financial Records Investigation

Plan, coordinate or direct investigations. Identify, find and question people that are frequently unresponsive, hostile or violent. Obtain evidence and conduct fact finding according to the rules of evidence through interview, observation, surveillance, interrogation and collection of physical evidence to establish facts or prove allegations. Tie financial aspects of a case to nonfinancial aspects by using surveillance (e.g., whom the defendant met with on the day financial transactions occurred). Surveillance may include covert activity (e.g., assuming a false identity to infiltrate suspected criminal organizations or photographing, wiretapping or videotaping suspects).

Analyze complex accounting records by tracing accounting transactions from the original source document to the various accounting journals, ledgers, trial balances to a final financial statement. Decide true ownership interests of complex corporate structures. Estimate an individual's income and disprove claims of legitimate acquisition of assets and other financial holdings by computing net worth and funding sources. Profile an individual's financial situation from third-party sources. Create or recreate accounting records from incomplete source documents.

Analyze data from financial institutions to identify attempts to launder money. Analyze records maintained by individuals suspected in illegal bookmaking activities. Recover illicitly obtained funds funneled to institutions

Prepare affidavits for arrest warrants, search warrants, wiretaps or subpoenas. Serve subpoenas and search warrants to seize evidence. Direct participating officers so they can identify and take custody of the correct financial records. Arrest suspects.

3. Trial Support

Analyze case facts and physical evidence to decide the forms of evidence that will best substantiate the case. Develop and document exhibits and evidence for admissibility and comprehension by jury. Compile reports including charts, tables, and graphs to be used as evidence in court proceedings. Analyze testimony and records to organize accumulated case data. Establish list and order of witnesses and information to be drawn from each. Decide the need for and coordinate the examination of specialized professionals (e.g., polygraph examiners, medical, fingerprint experts).

Assist prosecutors in jury selection and courtroom presentations. Testify to explain conclusions of investigations. Protect selected witnesses in criminal proceedings by providing services such as, around-the-clock, personal protection, residence security and relocation.

4. Miscellaneous

Advise and assist other investigators review intricate financial aspects of their cases by constructing and analyzing financial records. Coordinate the state's efforts to appropriate assets under RICO. Oversee activities of investigators from agency or other law enforcement entities in complicated financial transaction crime investigations.

Give training about economic and organized crime. Testify at legislative hearings about economic and organized crime. Study organized crime in Oregon including critical review of state and local policies and procedures. Identify and propose needed changes. Maintain a coordinated system to collect, store and distribute information about organized crime.

RELATIONSHIPS WITH OTHERS

The Criminal Financial Investigator has daily in-person and telephone contact to get information from people or organizations under investigation or who may have information pertinent to the investigation. The employee also has regular in-person and telephone contact with personnel of various local, State and Federal officials, including law-enforcement and investigative agencies, to exchange information or coordinate investigations.

The Criminal Financial Investigator has regular in-person contact with attorneys as part of a team to resolve cases, often requiring immediate court action. The employee has occasional in-person contact with judges, attorneys, juries, and others involved in court proceedings when testifying in court.

SUPERVISION RECEIVED

The Criminal Financial Investigator works under general supervision. Work assignments are verbal and written. The employee investigates independently and meets as needed with supervisor to discuss progress. Work review is for quality, timeliness and compliance with applicable State and Federal statutes, and guidelines on admissibility of evidence, rights of suspects, and conduct of criminal investigations. Criminal Financial Investigators work for long periods in remote locations of Oregon with minimal or little direction.

KNOWLEDGE AND SKILLS (KS)**Extensive knowledge of:**

Financial and business record keeping, including computerized data records.
Principles and methods of investigation such as determining a plan of inquiry, interviewing, and field investigation.
The generally accepted accounting principles and practices, including methods of calculating the value of assets and encumbrances.

General knowledge of:

Complex corporate structures including subsidiary activities and companies.
Governmental and fund accounting.
Principles of business law.
Rules of evidence such as, legal sources of obtaining information, search and seizure, chain of custody, or the legal sufficiency of evidence.
Methods and tactics used by organized crime.

Skill to:

Evaluate complaints, identify legal issues, apply pertinent statutes and precedents, and decide a course of action.
Decide a plan of inquiry and modify plans in an appropriate manner to deal with the unexpected.
Analyze accounting systems to calculate a full and fair disclosure of financial position and results of a financial operation.
Evaluate accounting transactions for conformance with generally accepted accounting principles.
Construct an organized and detailed account of financial transactions from incomplete records.
Interpret financial statements and other financial reports.
Prepare admissible and properly documented legal exhibits about intricate, illegal financial transactions.
Work in an undercover capacity to obtain evidence.
Prepare clear, concise, accurate, and comprehensive written investigative reports.
Testify before courts and grand juries and explain pertinent provisions of the law, evidence and investigative actions orally.
Interrogate and interview witnesses and suspects in criminal investigations.
Use restraining devices and personal defense tactics.

SPECIAL QUALIFICATIONS

Employees must be able to obtain basic police certification from the State Department of Public Safety Standards and Training within six months. Employees must maintain an appropriate Oregon State driver license to drive a vehicle in normal and emergency situations. Criminal Financial Investigators must maintain a qualifying score with duty firearm(s).

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Special certifications may be required of some positions. Additional knowledge and skill requirements will be explained on the recruiting announcement.

Adopted 2/99

Revised

STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division