



GENERAL DESCRIPTION OF CLASS

The DEPARTMENT OF CORRECTIONS (DOC) INSPECTOR 2 does investigations to support the return of escaped institution fugitives or prevent illegal narcotics and other contraband from entering and being contained on DOC facilities. Employees in this class gather evidence, analyze information and write investigative reports for use in criminal proceedings and administrative hearings.

DISTINGUISHING FEATURES

This class is the second level of a three-level series. The complexity of the investigation, and supporting cases that lead to criminal proceedings distinguishes it from the lower level. The absence of giving consultation to DOC management on policy and internal security issues; and investigating situations involving use of force and allegations of employee misconduct distinguish this class from the next higher level.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed, as well as other related duties.

1. Case review and preparation

Establish the plan of inquiry, scope, schedule and direction of investigation. Identify persons and witnesses to be interviewed, and other avenues of investigation. Gather and evaluate information obtained from interviews, files and records. Search DOC facilities, randomly and for cause using drug detection K-9. Coordinate the investigation by conferring with other law enforcement agencies and DOC units. Write investigative reports that present findings of the case.

2. Investigation

Develop intelligence through various sources. Generate and review requests for investigations or K-9 searches from other DOC units and law enforcement community. Obtain evidence and find facts for administrative and criminal cases through searches, reviewing mail, listening to telephone tapes, and doing surveillance and interviews. Use electronic information gathering equipment. Organize documentary and physical evidence for criminal and administrative cases. Contact criminal justice agencies and electronic criminal justice databases to give and obtain information. Gather criminal intelligence information and forward the information to law enforcement agency or jurisdiction. Decide when information and evidence is sufficient. Write investigation reports that summarize investigative activities.

3. Miscellaneous

Organize information for trial attorney's use. Prepare witness lists. Testify before grand juries and courts on criminal prosecution of fugitives. Transport fugitives from site of apprehension to DOC or county jails. Arrange for extradition and transport of fugitives. Maintain capture and tracking system of fugitives. Maintain administrative data such as charts, forms and files. Compile and write reports of activities. Assist other criminal justice agencies in arresting escaped fugitives, doing canine

searches, and monitoring inmate mail and telephone calls. Train other staff in fugitive apprehension methods, drug identification and methods of prevention. Assist with the gathering and dissemination of administrative and criminal intelligence information.

RELATIONSHIPS WITH OTHERS

The DOC Inspector 2 has regular contact with direct custody and supervision of inmates in a correctional institution during the process of conducting investigations and hearings. Employees have daily in-person and telephone contact to get information from subjects of the investigation, and regular contact with other law enforcement officers and agencies to exchange and gain information. They also have periodic contact with Hearings Officers, judges, and attorneys while giving information at administrative hearings and court proceedings.

SUPERVISION RECEIVED

The DOC Investigator 2 works under general supervision. Periodic work review occurs through meetings, or review of reports of completed investigations. Work review is for timeliness, accuracy and conformance with agency rules, policies, guidelines, governing statutes and rules of evidence.

KNOWLEDGE AND SKILLS (KS)**Knowledge:**

General knowledge of laws, rules and regulations, and standards applicable to the confinement of individuals in the State of Oregon.
General knowledge of record keeping requirements and documentation methods for investigation of inmate disciplinary matters.
General knowledge of correctional institution operating procedures.
Basic knowledge of principles, methods, and laws of investigation such as deciding a plan of inquiry, interviewing, surveillance, and interrogation.
Basic knowledge of rules of evidence, including legal sources of obtaining information, chain of custody, and legal sufficiency of evidence.

Skills:

Skill to evaluate information to decide source and cause of error.
Skill to interview to obtain information.
Skill to testify in administrative hearings and court trials.
Skill to analyze conflicting allegations, testimony and documentary records.
Skill to evaluate a complaint, identify the legal issues, and decide jurisdiction.
Skill to apply relevant precedents, laws, and rules.
Skill to prepare investigative reports.

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

Adopted 5/00

Revised

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