



DEPARTMENT OF CORRECTIONS INSPECTOR 3

5239

GENERAL DESCRIPTION OF CLASS

The DEPARTMENT OF CORRECTIONS (DOC) INSPECTOR 3 investigates situations involving use of force, and allegations of employee, inmate or visitor misconduct. They also assist local, state and federal law enforcement agencies in gathering evidence. Employees of this class give consultative assistance to DOC management through rule, procedure and policy review, involvement in committees and acting as liaison between DOC and other local, state and federal law enforcement agencies.

DISTINGUISHING FEATURES

This class is the third of a three level series. The complexity and diversity of issues investigated, and investigating situations involving use of force and allegations of employee misconduct distinguish this class from the lower levels.

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

Gather preliminary information relating to allegations of administrative or criminal activity. Evaluate information and documentation from preliminary review to identify legal issues, and decide jurisdiction. Refer case to other legal jurisdictions when applicable. Establish plan of inquiry, scope, schedule and direction of inquiry. Confer with law enforcement jurisdictions to identify additional evidence or information needed or to coordinate the investigation. Identify principals and witnesses to be interviewed and evidence to be gathered and examined.

2. Investigation

Gather and preserve evidence and find facts according to the rules of evidence. Question individuals, observe activities and collect physical evidence. Plan and do surveillance of suspects by using electronic listening, photographic and videotaping equipment. Analyze documents, records and other physical evidence. Monitor inmate mail and telephone calls. Coordinate criminal investigative activity with other law enforcement agencies that have jurisdiction over the investigation. Investigate, jointly with other law enforcement agencies that have concurrent jurisdiction. Assist with the preparation of search warrants and subpoenas. Serve subpoenas and search warrants. Seize evidence.

Decide the need for and coordinate the use of specialized professionals such as polygraph examiners. Evaluate results of investigations and draw conclusions. Document the investigation through written investigative reports. Assess statements of potential defendants, witnesses and other evidence for effectiveness in court or to close case. Write investigation report sufficient for use in court, before a grand jury, or at an administrative hearing.

3. Consultation

Preside over use of force review panel. Analyze relevant information such as documents, videos, photographs and testimony. Serve on committees responsible for oversight of DOC functions such as training development, information systems security, and rule and policy development. Advise DOC management on investigation of personnel related issues. Give technical assistance and training in detection and prevention of agency rule violation. Assist with the writing of proposed changes in rules, policies, procedures and statutes.

4. Miscellaneous

Assist Attorney General in preparing for and doing administrative appeals and civil litigation. Testify in administrative hearings, criminal proceedings and civil actions. Assist other criminal justice agencies by giving investigative assistance. Prepare and issue inmate misconduct reports to DOC Hearings Officers.

RELATIONSHIPS WITH OTHERS

The DOC Inspector 3 has regular contact with direct custody and supervision of inmates in a correctional institution during the process of conducting investigations and hearings. The DOC Inspector 3 has daily in-person and telephone contact to get information from people under investigation or others who may have information relevant to an investigation.

The employee also has regular in-person and telephone contact with personnel of various local, State and Federal jurisdictions to exchange information or coordinate investigations. The employee has occasional in-person contact with judges, attorneys, and others involved in court proceedings when testifying in court.

SUPERVISION RECEIVED

The DOC Inspector 3 works under general supervision. Assignments are verbal and written. Periodic work review is for thoroughness, accuracy, timeliness and effective coordination with other law enforcement and regulatory jurisdictions.

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.
General knowledge of principles, methods, and laws of investigation such as deciding a plan of inquiry, interviewing, surveillance, undercover observation, and interrogation.
General knowledge of rules of evidence, including legal sources of obtaining information, chain of custody and legal sufficiency of evidence.
Basic knowledge of the judicial system.
Basic knowledge of applicable State and Federal laws, administrative rules, and case law.

Skills:

Skill to evaluate complaints, identify legal issues, and decide jurisdiction.
Skill to prepare various legal and technical documents and abstracts.
Skill to interview and question witnesses to obtain information.
Skill to prepare investigative reports.
Skill to testify in administrative hearings and court proceedings.
Skill to orally describe the development of an investigation and explain provisions of laws and rules.
Skill to apply relevant precedents and laws.
Skill to analyze conflicting allegations, testimony and documentary records.

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