



**STATE OF OREGON
POSITION DESCRIPTION**

**Position Revised Date:
05/16/2014**

Agency: Oregon Department of Corrections

Facility: Office of Inspector General

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>DOC Inspector 2</u></p> <p>c. Effective Date: <u>07/01/1993</u></p> <p>e. Working Title: <u>Investigator 2</u></p> <p>g. Section Title: <u>Special Investigations Unit</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Ontario / Malheur County</u></p> <p>l. Supervisor Name (Optional): <u>Rebecca Krueger, Assistant Deputy Inspector General</u></p>	<p>b. Classification No: <u>5238</u></p> <p>d. Position No: <u>9702611</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: <u>000564480</u></p> <p>j. Repr. Code: <u>AAON</u></p>
<p>m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

SECTION 2. PROGRAM AND POSITION INFORMATION

8. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The DOC Office of the Inspector General comprises Special Investigations, Hearings, Security Threat Management, and PREA/Intelligence Unit. Through close and steam lined collaboration among the units, this division is charged with supporting the agency's mission through collaboration with internal and external stakeholders. Key functions include management of individual inmates that present an elevated security threat risk based on intelligence; providing investigative services to all DOC institutions and facilities regarding suspected wrongdoing by inmates, staff, contractors, volunteers and visitors; conducting disciplinary hearings in accordance with established rules and relevant case law for inmates accused of rule violations; provide uniform guidelines and procedures to reduce the risk of prison sexual assault and sexual activity; leading oversight functions for the Department on behalf of the Director and Deputy Director; and

This position serves within the Special Investigations Unit of the Office of Inspector General. The purpose of the Special Investigations Unit is to respond to requests for investigation of administrative and criminal misconduct occurring inside DOC institutions/facilities, on institution/facility property or on inmate work crews. The Special Investigations Unit is also responsible for tracking and locating DOC fugitives and

provides a valuable resource to the law enforcement community, providing intelligence and assisting in investigations involving DOC inmates and persons on post-prison supervision.

Oregon Accountability Model: The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

Gather and analyze data pertaining to criminal and administrative intelligence; work as a lead investigator on assigned cases; assist with investigations being conducted by other inspectors; gather evidence for possible use in administrative and/or criminal proceedings; and prepare reports pertaining to unlawful activity involving DOC inmates, offenders, violators, associates and/or staff. The Inspector 2s also utilize professional investigative techniques to create both a physical and psychological deterrent to crime and rule violations by persons under the supervision of DOC and /or having access to DOC facilities.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" € or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
-----------	--------	------	--------

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

5%	NC	E	The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.
85%	NC	E	<p>Establish and maintain a liaison with institution and facility management and staff, as well as stakeholders and partners.</p> <p>Provide an atmosphere of cooperation and support emphasizing CUSTOMER SERVICE.</p> <p>Gather information from DOC staff and inmates regarding current and/or future criminal activity and/or administrative misconduct of inmates, DOC employees, and/or citizens associated with inmates or employees.</p>

Develop intelligence through the use of informants and other sources.

Gather and forward intelligence information to law enforcement agencies/jurisdictions and/or to DOC institutions/facilities as appropriate.

Provide continuous feedback to the Inspector 3 (Supervisor), and/or Inspections Administrator with recommendations for an investigative course of action.

Report progress of assigned investigations to the Inspector 3 (Supervisor) and/or Chief Investigator.

Testify in criminal and administrative proceedings as required.

Coordinate investigations and intelligence sharing with DOC institutions/facilities, other DOC divisions or units and local, state and federal law enforcement as required.

Maintain investigative proficiency by keeping abreast of legal issues (case law), technology and by attending training to develop new investigative methods.

Conduct searches, both random and targeted, of DOC institutions and facilities, work sites or other locations as authorized.

With approval and direction of Inspections Administrator tasked with planning, organizing and leading operations plans in a variety of settings.

Develop an investigative plan for each investigation to determine the best course of action.

Conduct interviews of DOC inmate victims, suspects, witnesses and other involved parties.

Conducts interviews of DOC staff victims, witnesses or other involved parties.

Conducts interviews of civilian victims, suspects, witnesses or other involved parties.

Gather and process evidence obtained during criminal and administrative investigations in accordance with state and federal law, administrative rules, policies and procedures and rules of evidence.

Conduct surveillance and utilize electronic surveillance equipment when authorized.

Monitor inmate mail, e-mail, telephone calls, and video phone calls to detect criminal activity or administrative misconduct.

			<p>Determine when evidence and information is sufficient for submission to DOC management, District Attorney and/or DOC administrative hearings.</p> <p>Provide intelligence information to assist law enforcement agencies in locating escaped fugitives as assigned.</p> <p>Prepare clear, concise investigative, incident and misconduct reports, free of bias and opinion, with all supporting documentation in accordance with DOC and Special Investigations Unit policies and procedures and report formats in a timely manner.</p> <p>Prepare complete case files for both administrative and criminal cases with all reports and supporting documentation.</p> <p>Assist in training new Special Investigations Unit staff and DOC personnel as assigned.</p> <p>Other duties as assigned.</p>
10%	NC	E	

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The person in this position is expected to share the mission, vision, and core values of the department. The position requires active modeling of pro-social behaviors in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness. The person in this position must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

The person in this position may be required to travel both in-state and out-of-state, work irregular and long hours, be exposed to verbal abuse, harrassement, threats of violence to self and/or family, be exposed to dangerous substances and chemicals or encounter physical violence on a daily basis.

The person in this position is located in the Willamette Valley, and may be housed in a correctional institution. This position primarily serves the Salem area institutions, however SIU Investigator work is spread across the state: their territory may include Snack River Correctional Institution in Ontario, located approximately 5 miles from the Idaho border; and the Columbia Rivers Correctional Institution, located on the banks of the Columbia River on the Washington border.

Investigators are required to travel frequently to Oregon correctional institutions and facilities spread across the state, sometimes on very short notice (or immediately). They will also be required to do unannounced physical searches of a prison cells, or interview a housed offender to collect evidence of suspected criminal activity.

Investigators are called upon to conduct physical "stakeouts" in areas outside of the incarceration setting e.g., investigators are required to travel to inmate work crew sites, which might be located on a public roadway or in a remote forest area, to surreptitiously observe and gather photographic or video evidence of

illegal activity, while sitting for long periods of time in an unmarked state car. Investigators must be able to travel swiftly in response to intelligence; they must drive to the site and try to intercept the activity, as any contraband that comes into the prison could pose a grave threat to other inmates, staff, or visitors. Investigators are then expected to transport any seized evidence in a state vehicle back to a processing site, observing chain of custody rules to prevent material from becoming tainted through contamination or contact with non-DOC or non-law enforcement personnel. Investigators routinely gather and handle dangerous, fragile evidence such as heroin, methamphetamine, cocaine, guns, knives, or illicit messages. This material must be carefully preserved, handled and transported for processing so that it can be used in a subsequent criminal proceeding without the risk of becoming tainted (and consequently excluded as evidence against a perpetrator).

SECTION 5. GUIDELINES

8. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes
 Oregon Department of Corrections Rules, Policies and Procedures
 Oregon Administrative Rules
 Federal Statutes
 Executive Rules and Labor Agreements

- b. How are these guidelines used?

To ensure conformance with all state and federal laws; DOC rules, policies and procedures and regulations; and the duties and responsibilities of this position.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
---------------	-----	---------	------------

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

State, County, City, Federal law enforcement agencies, DOC management, staff, inmates/offenders and civilians	State, County, City, Federal law enforcement agencies, DOC management, staff, inmates/offenders and civilians	Liaison with DOC institutions and facilities and other agencies regarding administrative and criminal investigations and the gathering and sharing of intelligence information.	Daily
---	---	---	-------

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The person in this position determines the proper course of action for investigations, including, but not limited to establishing the seriousness of the case and prioritizing appropriately, bringing in outside or partner agencies at the appropriate time and when to make appropriate notifications. Determines if the action under investigation is criminal or administrative and makes determination on how to handle evidence. Makes decisions on resources/tools to utilize for investigations. Makes decisions on how to develop and maintain liaisons and customer service to all DOC institutions, facilities and staff and non-DOC agencies, stakeholders and partners. Recognizes issues involving safety, security and confidentiality and determines appropriate authority with which to report the issue.

These decisions effect the outcome of criminal and administrative cases; the proper use of department resources as well as those of outside agencies; the working relationship between the Inspections Division Investigations Unit, other DOC divisions/units, outside agencies and the public; and safety, security and orderly operation of DOC institutions and facilities.

Failure to make proper decisions relating to the duties and responsibilities outlined in this position description exposes the Department of Corrections to criminal and civil action and may endanger the safety of DOC staff and inmates and the security of DOC institutions and facilities.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
----------------------	-----------------	-----	-----------	-------------------

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Assistant Deputy Inspector General		Personal observation, review of work product, feedback from co-workers, customers and stakeholders and written evaluation.	Daily	To Ensure effectiveness and compliance with state and federal law, DOC rules, policies and procedures and labor agreements.
Deputy Inspector General		In person contact, phone, and/or e-mail	As Needed	Provide direction as needed

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? 0

How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Daily contact with outside law enforcement agencies and gathering and exchanging intelligence information related to crimes occurring inside and/or outside DOC institutions and facilities. Inspector 2s must possess the ability to communicate effectively, both verbally and in writing, and show good judgement and common sense when interacting with DOC staff and inmates as well as stakeholders and the public. Inspector 2s must possess a valid Oregon driver's license.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
----------------	------------------------------	-----------

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

--	--	--

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee's name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority
Signature

Date

