

**CLASS TITLE:**

**CHIEF INSPECTOR,  
OFFICE OF INSPECTIONS**

**Class Code: 02564800**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for ensuring the professional integrity and proper conduct of the Department of Corrections and its personnel through surveys and investigations into incidents, operational activities and administrative practices; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed through reports and conferences for conformance to guidelines, law and relevant court decisions.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates and supervises the work of staff members assigned to assist on a project by project basis.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for ensuring the professional integrity and proper conduct of the Department of Corrections and its personnel through surveys and investigations into incidents, operational activities and administrative practices.

To determine the need for and methodology of surveys and investigations of the various correctional operations.

To direct the actual conduct of surveys and investigations and insure that all necessary information is obtained.

To review the information obtained and determine whether laws or policies have been violated.

To prepare reports on the findings of surveys and investigations and to make recommendations in regard to corrective measures.

To monitor the corrective measures prescribed in response to deficiencies discovered in various investigations.

To investigate the circumstances surrounding escapes and escape attempts.

To investigate charges against correctional personnel and to assist local police in such investigations.

To coordinate investigations with departmental officials, criminal justice agencies and governmental administrators as necessary.

To testify at hearings and at criminal proceedings and to give expert testimony relative to investigations.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques pertaining to rehabilitative and correctional services; a thorough knowledge of laws, policies, procedures and court decisions relating to the provision of rehabilitative and correctional services; a thorough knowledge of the techniques and methodologies utilized in conducting investigations and surveys, and the skill to properly perform such investigations and surveys; a working knowledge of the procedures and rules governing conduct of administrative and criminal investigations; the ability to interview witnesses, examine physical evidence and to critically interpret such statements and evidence; the ability to prepare written reports detailing findings and recommendations; the ability to establish and

maintain effective working relationships with departmental, criminal justice and other officials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in law enforcement or criminal justice; and

Experience: Such as may have been gained through: employment in a responsible administrative position in a public or private agency involving law enforcement, security or investigative activities.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 19, 1984

Editorial Review: March 15, 2003