

**CLASS TITLE: CORRECTIONAL INVESTIGATOR I**

**Class Code: 02181500**  
**Pay Grade: 624A**  
**EO: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To patrol and inspect buildings, grounds, work sites, and other areas where inmates of the Adult Correctional Institutions live, work and recreate to ensure all security and control protocols are being met; to investigate possible security breaches; and to perform related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision and exercises some latitude when carrying out routine investigations. Assignments are received in detail and are reviewed in process or upon completion.

**SUPERVISION EXERCISED:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To cultivate internal intelligence networks of confidential informants to gather information on dangerous or illegal activities.

To gather intelligence data based on inmate movement and informant information, and to develop and maintain a central intelligence file for the Department.

To prepare detailed written reports regarding inmate activities, security violations, ongoing or completed investigations, and related topics.

To review records, logs, reports and related data to ensure the maintenance of proper protocols and to identify potential security and safety breaches.

To pursue and apprehend escapees in the community, and to maintain contact with local law enforcement agencies to coordinate searches and investigations.

To store and keep a log of evidence and contraband, and ensure chain of custody is maintained.

To examine interior walls, cells, eating facilities, shop areas, exercise rooms, health care facilities, and other interior building areas utilized by inmates of the Adult Correctional Institutions, to ensure they are safe and secure.

To investigate information regarding potential breaches of security, conveyance of contraband, or any other possible threat to prison security created by inmates.

To examine exterior walls, fences, grounds, and work areas to ensure they conform to acceptable measures of security, and to detect and prevent the transference of contraband to the interior of the correctional facilities.

To conduct regular and random searches of various areas of institution; and to take unscheduled inmate counts.

To monitor inmate movement and activity to identify possible violations of Department regulations.

To provide testimony at discipline or parole board hearings, or in courts of law.

To assist other law enforcement agencies in developing criminal and civil cases.

To interview inmates, visitors, and staff to gather information related to the functions of the security team.

To keep logs, records and files of activities, investigations, and other information pertinent to institutional security.

To identify and report possible sanitary violations and to initiate corrective measures as necessary.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** Knowledge of the principles and practices of modern penology; knowledge of the security standards and protocols of adult correctional facilities housing the full range of inmate classifications; knowledge of physical defense techniques; knowledge of the proper use and handling of firearms and non-lethal defense gear; familiarity with investigatory, and search and seizure techniques; skill in writing clear and concise reports; the ability to maintain order among inmates; the ability to conduct investigations; the ability to effectively cull dangerous inmate activity; the ability to create and keep detailed records and logs; the ability to present cogent verbal testimony; and related skills and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from high school; and

Experience: Such as may be gained through: employment in a position of the kind and level of a correctional officer in an adult correctional facility;

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

**SPECIAL REQUIREMENT:** Must have completed the Rhode Island Department of Corrections Training Academy Program for Correctional Officers, or an equivalent program.

Class Created: July 12, 1992

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