

CLASS TITLE: CORRECTIONAL OFFICER INVESTIGATOR II

CLASS CODE: 02181600

PAY GRADE: 628A

EO: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, direct and review the work of members of a security team providing inspection, investigation, and related services in the Adult Correctional Institutions; to directly participate in such functions; and to perform related work as required.

SUPERVISION RECEIVED: Works under the general supervision and possesses wide latitude to exercise independent judgment and initiative when routine and special assignments. Work is generally reviewed upon completion to ensure compliance with policies, laws, and regulations.

SUPERVISION EXERCISED: Plans, coordinates, and reviews the work of security and other support staff as required.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To conduct daily roll calls and update security staff on key issues effecting the activities of the unit.

To review leads and assign staff to regular and special security and investigative functions.

To assist with or lead investigations, inspections, searches, or related activities engaged by the security staff.

To observe subordinates in performance of daily tasks to ensure proper procedures and professional standards are maintained.

To read reports submitted by staff and to ensure they are adequate, and appropriate to their specific purposes.

To report and correct any security violations created by inmate or staff activity.

To supervise periodic and major shakedowns of any area of the institution.

To ensure that evidence is properly collected, handled and stored.

To enforce protocols which insure confidentiality of ongoing investigations.

To testify at discipline or parole board hearings or in courts of law.

To participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards.

To prepare written recommendations for changes in rules, regulations or operating procedures effecting safety, security or sanitary measures within the institutions.

To identify physical characteristics of buildings and grounds which create inherent risks to safety and security.

To report on any activity or situations which could effect the welfare of the institutions.

To report to the institution during or after any unusual incident in order to assist in resulting investigations.

To perform related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: Considerable knowledge of the principles and practices of modern penology; considerable 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; knowledge of investigatory, and search and seizure techniques; knowledge of the principles of supervision; familiarity with basic business grammar; skill in writing clear and concise reports; the ability to train and review subordinate staff; the ability to maintain order among inmates; the ability to conduct investigations; the ability to supervise staff; 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 a senior high school; and Experience: Such as may have been gained through: employment in a position of the kind and level of a correctional officer-lieutenant 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 Revised: March 10, 2013