

**CLASS TITLE:**

**INSPECTOR,  
OFFICE OF INSPECTIONS**

**Class Code: 02564600**

**Pay Grade: 36A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for investigating the trafficking of narcotics and substance abuse within the Rhode Island Department of Corrections and its facilities; to work with the Rhode Island State Police and federal and local law enforcement agencies in collecting and disseminating information regarding violations of Rhode Island State laws and departmental policies governing the control of substance abuse as it effects the operation of the Department; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director and the Chief Inspector with latitude to conduct investigation into narcotic violations within the scope of the Department of Corrections in conformity with Rhode Island State laws and departmental polices.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for investigating the trafficking of narcotics and substance abuse within the Rhode Island Department of Corrections and its facilities.

To work with the Rhode Island State Police and federal and local law enforcement agencies in collecting and disseminating information regarding violations of Rhode Island State laws and departmental policies governing the control of substance abuse as it affects the operation of the department.

To be charged with the duties of conducting investigations into such incidents and evaluating narcotics in which the Department of Corrections is a party of interest or maybe a party of interest.

To investigate drug charges against Department of Corrections personnel and/or inmates.

To assist local police in their narcotics investigations.

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

To prepare reports on investigations and to conduct relative work as required.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques pertaining to narcotics investigation; a thorough knowledge of laws, policies, procedures and court decisions; a through 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 finding 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 with emphasis on narcotics.

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

Class Created: February 23, 1992

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