

**CLASS TITLE: INSPECTOR, OFFICE OF INSPECTIONS  
(CORRECTIONS)**

**Class Code: 02564600  
Pay Grade: 36A  
EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for conducting internal investigations for Rhode Island Department of Corrections (RIDOC) regarding misconduct of staff, or any other party that conducts activities or business within) (RIDOC) -to include inmates, vendors, visitors or volunteers, for the investigation of trafficking of narcotics and substance abuse or any other illegal, improper or illicit activity 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 staff or other misconduct and 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 staff or other misconduct, or any other illegal improper or illicit activity to include narcotic violations within the scope of the Department of Corrections in conformity with Rhode Island State laws and departmental polices.

**SUPERVISION EXERCISED:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for conducting internal investigations regarding staff or other misconduct on or off duty to include 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 as it relates to staff or other misconduct or any other illegal, illicit or improper activity that that affects the operation of the department.

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

To investigate drug charges, criminal charges, violations of law or department policies by Department of Corrections personnel and/or any other party conducting activity or business for or with the DOC.

To assist local police in investigations.

To testify at criminal or disciplinary 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 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 with emphasis on narcotics OR 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 a state or municipal police academy.

Class Created: February 23, 1992

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