

**CLASS TITLE:**

**INSPECTOR - DCYF**

**Class Code: 02825000**  
**Pay Grade: 27A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To conduct investigations, after complaints have been filed, on department and contract employees; to investigate allegations of abuse or neglect of children residing in an institutional setting, contracted day care, group and foster homes and treatment centers; to coordinate activities that ensure the safety of children; to ensure that child protective standards are met; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with some latitude for the exercise of initiative and independent judgement in the performance of investigations; work is subject to review in process and upon completion through conferences and written reports for proficiency of work performed and conformance to accepted professional investigative standards, departmental policies and procedures, goals and objectives and rules and regulations.

**SUPERVISION EXERCISED:** None.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To conduct investigations, after complaints have been filed, on department and contract employees.

To investigate allegations of abuse or neglect of children residing in an institutional setting, contracted day care, group and foster homes and treatment centers.

To prepare comprehensive reports and records of investigative findings which support or refute allegations and to recommend appropriate action.

To serve as liaison to social service agencies, local police, local law enforcement agencies, departmental attorneys, institutional settings, and the Child Advocate and Attorney General's Office regarding reports and investigation activities of child abuse and neglect cases.

To aid local law enforcement officials in fact finding and compiling case information.

To coordinate activities that ensure the safety of children.

To document all complaints filed and submit records of all relevant and appropriate information obtained and findings reached to the appropriate authority.

To prepare and review all required forms to ensure their completeness.

To inform individual departmental staff and appropriate supervisors of any and all complaints filed on a child currently residing in an institutional setting, contracted day care, group homes, foster homes and treatment centers.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of interviewing skills and the ability to apply and initiate those skills effectively during telephone or other contact; a thorough knowledge of the principles, practices and techniques of investigative work and the ability to apply such; a familiarity with the principles, practices, and techniques of social work including child protective services; a thorough knowledge of the department's mission/vision, policies and procedures, and the ability and commitment to adhere to them; a working knowledge of state and federal Laws relating to programs/mandates providing social services to and protection for children and youth; the ability to establish and maintain effective working relationships with clients, superiors, peers, other department representatives and private and public agencies, local and state police, and the community; the ability to

maintain the confidentiality of all investigations; the ability to extract and interpret highly complex information and ascertain facts by personal contacts and analyzing documents; the ability to prepare clear and concise reports pertaining to findings, analysis, conclusions and/or recommendations; the ability to utilize a computer to maintain and access records in order to enhance the fact finding and analytical process; the ability to accept direction and work under the supervision of a superior; and related and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of an Associate's Degree from an accredited institution of higher learning with specialization in Criminal Justice, Law Enforcement, Social Science or other related fields; and

Experience: Such as may have been gained through: full-time employment in a private or public agency involving the completion of investigations, completion of protective services investigations, or other relevant investigative experience, completion of protective services investigations, or other relevant investigative experience; or investigating experience in the field of law enforcement in areas dealing primarily with juvenile or related activities.

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

**CONDITION OF EMPLOYMENT:** Must possess and maintain a valid Rhode Island Motor Vehicle Operator's License.

Class Created: June 7, 1998

Editorial Review: 3/15/03