

Class Specifications  
for the Class:

INSPECTIONS AND INVESTIGATIONS OFFICER  
(INSPECTIONS & INVSTGS OFFCR)

**Class Distinguishers:**

Managerial Responsibility: Under the general direction of the Director of the Department of Public Safety, manages the activities of the Inspections and Investigations Office (IIO); formulates plans, goals, objectives, policies and procedures, budget and expenditure plans for the IIO; and supervises subordinate staff.

Complexity: As chief of the Inspections and Investigations Office, responsible for monitoring all departmental operations for compliance with pertinent laws, rules, regulations, standards and directives set forth for the operation of the department, and reporting findings and recommendations to the Director; oversees the conduct of on-going and special inspections and audits of departmental operations for compliance with established standards, policies and procedures; oversees the establishment of department-wide security standards, policies and procedures; oversees the inmate grievance process and the conduct of pre-disciplinary hearings for department employees; and coordinates and maintains emergency response and preparedness plans for the department.

Personal Contacts: Personal contacts are established and maintained with top-level department administrators and managers to ensure that department operations are in compliance with State and federal laws, legal requirements, departmental rules, regulations, standards, policies and procedures. Meets and deals with union representatives on employee disciplinary matters. Works with the State civil defense agency on matters concerning civil defense disaster response. Communicates with the Attorney General's Office on matters involving legal issues/coordination.

Supervision Exercised: Directs and supervises inspections and investigation activities through subordinate staff.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Philosophy, goals, functions, programs, and structure of the Department of Public Safety; pertinent federal and State laws, rules, regulations, and legal requirements; departmental standards, policies and procedures; basic components of the State correctional program and public safety law enforcement program; corrections and law enforcement concepts, principles, and practices, and

recognized standards (e.g., industry standards for adult correctional institutions as recommended by the American Correctional Association); research methods and techniques; report writing; departmental program assessment and inspections process for evaluating internal operations; pertinent labor relations laws, rules, regulations, and practices relating to employer and employee rights, discipline, and discharge from employment; departmental inmate grievance and appeals process; and principles and practices of supervision and management (e.g., program planning, budget formulation, resource planning).

Ability to: Develop plans, goals, objectives, policies and procedures; interpret, apply and ensure compliance with pertinent State and federal laws, rules, regulations, and other legal requirements, departmental standards, policies and procedures, and collective bargaining agreements; formulate, recommend and administer budget and expenditure plans; plan, organize, direct and coordinate the work of others; analyze and solve complex problems logically and systematically; write clear and comprehensive reports; establish and maintain effective working relationships with representatives from various State, county, and federal agencies; and communicate effectively orally and in writing.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plan, direct, coordinate, and evaluate the activities of the Inspections and Investigations Office.
2. Oversee the review of all Public Safety operations, through reports of audits and inspections prepared by subordinate staff, to monitor compliance with pertinent laws, rules, regulations, other legal requirements, and departmental standards, directives, policies and procedures. Findings and recommendations are forwarded to the Director for final disposition.
3. Oversee the establishment and coordination of department-wide security plans, policies and procedures, the investigation of incidents, the identification of problem areas and recommendation of preventive and corrective action.
4. Supervise the scheduling and conduct of pre-disciplinary hearings to ensure cases brought against departmental employees are heard and processed in a timely manner in accordance with pertinent laws, policies, procedures and all binding agreements with appropriate employee labor unions. Review hearings officers' findings and recommendations for soundness and departmental consistency and forward to the Director for final approval.

5. Supervise the inmate complaints and grievances process. Review and recommend action on inmate or ward grievance appeals, as necessary.
6. Develop goals, objectives, short- and long-range plans for the Inspections and Investigations Office. Determine program priorities and allocation of resources necessary to accomplish goals and objectives.
7. Formulate, recommend, and administer the budget and expenditure plans for the office.
8. Participate in top-level departmental staff meetings to resolve problems relating to departmental standards, policies and procedures, and operational concerns.
9. Supervise and evaluate the work performed by subordinate staff. Take appropriate action on personnel matters including disciplinary actions, grievances and issues relating to collective bargaining.
10. Provide for training and staff development of subordinate employees.
11. Serve as the Departmental Coordinator on civil defense matters.
12. Receive and track litigation pending against the department. Coordinate communication with the Attorney General's Office.
13. Establish and maintain cooperative working relationships with federal, State and/or county authorities, as applicable, on matters relating to corrections, law enforcement, and civil defense.
14. Prepare comprehensive reports and correspondence.

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This is the first specification for the new class INSPECTIONS AND INVESTIGATIONS OFFICER (INSPECTIONS & INVSTGS OFFCR).

Effective Date: June 22, 2001

DATE APPROVED: 6/25/01      /s/ Dawn M. Young  
for DAVIS K. YOGI  
Director of Human Resources Development