

DESCRIPTION: Positions in this class are responsible to conduct criminal and administrative investigations in the agency involving primarily inmates and staff but may lead to persons outside the agency. Other law enforcement agencies, from local to federal levels, may become involved in the investigations as well. Investigative reports must meet judicial standards of review. Incumbents are responsible for preservation of evidence to be used in the prosecution of cases.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Conduct criminal, administrative and personnel investigations throughout the agency.

Assists other law enforcement agencies in the investigation of criminal acts.

Develops intelligence on possible criminal activity in the agency.

Gathers, identifies, preserves and prepares evidence for court trials.

Testifies in court.

Prepares investigative reports which may be used to prosecute individuals.

Serves as law enforcement liaison for the institutions within the agency.

Directs agency employees in the investigative process.

Participates in law enforcement committees/organizations.

Serves as a contact for the FBI Correctional Terrorism Initiative.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: Nebraska laws, evidence collection and preservation, investigative report writing that meets the standards of judicial review, search and seizure, drug control and fingerprinting technique; rules of evidence; agency policies/procedures, various criminal and drug statutes; surveillance techniques; interviewing and investigative techniques; methods, formats and procedures to effectively conduct a criminal, drug or liquor investigation; elements necessary to prepare affidavits, principles of evidence law and the requirements of due process.

Skill in: conducting surveillance and investigations; preparing investigative reports, using agency computer software applications.

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Ability to: communicate effectively in English, both verbally and in writing; read and comprehend the English language; comprehend and follow verbal and written instructions; interact with individuals of different social, cultural, economic and educational backgrounds, read and understand rules, regulations, and guidelines and apply them to resolve problems; identify and extract pertinent information from records, conversations, and observations; make decisions and take action in dealing with problems and situations; prepare clear, concise written reports, plan and organize work; maintain confidentiality of information; provide objective and factual testimony in court; effectively guide/direct agency staff through the investigative process.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in criminal justice or related field. Experience in a correctional setting and/or law enforcement may be substituted for education on a year for year basis.

No felony of domestic abuse related convictions.

SPECIAL NOTES:

Candidates will be required to successfully complete Nebraska Law Enforcement Training Center (NLETC) basic training and maintain Law Enforcement Certification.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).