

EDITED TASK LISTING

CLASSIFICATION: Senior Special Agent, Department of Corrections

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Supervise staff in the complex and sensitive criminal and/or administrative investigation activities in either a regional field office or as part of the headquarters investigation team to protect the public and serve the Department's investigative/security interests using investigative techniques, the Department Operations Manual (DOM), the Office of Correctional Safety (OCS) manual and the Office of Internal Affairs (OIA) field guide, as required.
2.	Supervise staff in the investigations of criminal activity and/or misconduct (e.g., cell phone and controlled substance smuggling, sexual assault, etc.) by inmates to ensure safety/security using investigative techniques, DOM and OCS manual/OIA field guide, as required.
3.	Supervise staff in the investigations of criminal activity and/or misconduct (e.g., parole violations, possession of a controlled substance/firearm, etc.) by parolees to protect the public using investigative techniques, DOM and OCS manual/OIA field guide, as required.
4.	Supervise staff in the investigations of criminal activity and/or misconduct (e.g., neglect of duty, harassment/discrimination, unnecessary use of force, etc.) by departmental employees to preserve the integrity and morale of the Department using investigative techniques, DOM and OCS manual/OIA field guide, as required.
5.	Supervise staff conducting investigations of any person affiliated to any criminal/administrative violations to protect the public using investigative techniques, DOM and OCS manual/OIA field guide, as required.
6.	Supervise staff in the planning of enforcement actions involving criminal suspects to establish timeframes and set expectations using law enforcement protocol, DOM and OCS manual/OIA field guide, as required.
7.	Supervise staff in the coordination of enforcement actions involving criminal suspects to ensure efficient operations using law enforcement protocol, DOM and OCS manual/OIA field guide, as required.
8.	Supervise staff participating in undercover, covert, stationary, mobile and aerial surveillance to gather intelligence and conduct investigations using surveillance techniques/equipment, as needed.
9.	Supervise staff assisting other law enforcement agencies conducting complex investigations to protect the public using communication skills and investigative techniques, as needed.
10.	Supervise staff in the planning of enforcement activities (e.g., surveillance, warrant service, parole compliance checks, etc.) with other law enforcement agencies to establish timeframes and set expectations using law enforcement protocol, DOM and OCS manual/OIA field guide, as required.

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11.	Supervise staff directing enforcement activities (e.g., surveillance, warrant service, parole compliance checks, etc.) with other law enforcement agencies to maintain control of operations using law enforcement protocol, DOM and OCS manual/OIA field guide, as required.
12.	Supervise staff in the coordination of enforcement activities (e.g., surveillance, warrant service, parole compliance checks, etc.) with other law enforcement agencies to ensure efficient operations using communication skills and criminal justice methodology, as required.
13.	Supervise staff in the interrogation of suspects and witnesses to gain information related to an investigation using interrogation methods, as needed.
14.	Supervise staff in the interviewing of suspects and witnesses to gain information related to an investigation using interview techniques, as needed.
15.	Supervise staff coordinating with prosecutors in preparing cases for court to provide testimony and information related to a case using communication skills and case information, as needed.
16.	Supervise staff serving search warrants to seize evidence of criminal activity using laws of search and seizure, as required.
17.	Appear as a witness to provide information related to investigations using communication skills and case information, as needed.
18.	Supervise staff consulting with Federal, State and local law enforcement agencies to obtain advice/information regarding enforcement activities using communication skills, as needed.
19.	Supervise staff in the arrests of law violators to affect custody and protect the public using law enforcement techniques/procedures and criminal justice methodology, as required.
20.	Supervise staff in the gathering of intelligence data to aid in the resolution of investigations using interrogation methods and interview/investigative techniques, as needed.
21.	Supervise staff in the investigation of allegations of illegal activity/irregularities by Department employees to discover and examine facts related to allegations using investigative techniques, DOM and OCS manual/OIA field guide, as required.
22.	Supervise staff in providing training and technical assistance in the latest techniques of enforcement and investigation to State and local law enforcement agencies to ensure qualified and knowledgeable peace officers using formal, informal and On-the-Job training, on an on-going basis.
23.	Provide training and technical assistance in the latest techniques of enforcement and investigation to State and local law enforcement agencies to ensure qualified and knowledgeable peace officers using formal, informal and On-the-Job training, on an on-going basis.

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24.	Supervise staff in the presentation of information to the public to foster public trust and confidence using communication/presentation skills, as needed.
25.	Supervise staff in providing protective services to Department administration staff to maintain safety and security using issued/assigned weapons, emergency response protocol, DOM and OCS manual/OIA field guide, as required.
26.	Supervise staff in providing training in investigation and enforcement activities to ensure an educated and effective workforce using DOM/OCS manual/OIA field guide and formal, informal and On-the-Job training, on an on-going basis.
27.	Provide training in investigation and enforcement activities to departmental staff to ensure an educated and effective workforce using DOM/OCS manual/OIA field guide and formal, informal and On-the-Job training, on an on-going basis.
28.	Conduct the more difficult and complex investigations to protect the public and serve the Department's investigative/security interests using investigative techniques, DOM and OCS manual/OIA field guide, as needed.
29.	Supervise staff in the aid of law enforcement agencies in the solution of crimes involving individuals under departmental control and/or employment to protect the public using law enforcement techniques/procedures, as needed.
30.	Conduct investigations, training, enforcement activities and coordination efforts, related to the duties of a Special Agent, Department of Corrections to protect the public and serve the Department's investigative/security interests using DOM and OCS manual/OIA field guide, as required.
31.	Act as the Special Agent-In-Charge in his/her absence to ensure the continued efficient operation of the unit using DOM and OCS manual/OIA field guide, as needed.