



INTERNAL AFFAIRS COORDINATOR

CHARACTERISTICS OF WORK:

This is investigative, monitoring, and supervisory work involving the conducting of internal investigations of facilities, field officers, and departmental divisions in order to determine if alleged policy or rule violations have taken place. This work includes interviewing inmates and employees, researching statutes and policies governing the agency, and preparing reports on investigations conducted. The employee also develops policies and procedures within the department for recommendation to the Division Director. Supervision may be exercised over clerical personnel. General supervision is received from an immediate supervisor of the Department.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Psychology, Sociology, Penology, Criminology, Public Administration, Business Administration, or a related field;

AND

Experience:

Two (2) years of experience in work related to the described duties;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Law Enforcement, Criminal Justice, Psychology, Sociology, Penology, Criminology, Public Administration, Business Administration, or a related field;

AND

Experience:

Three (3) years of experience in work related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Seven (7) years of experience in work related to the described duties.

Special Requirements:

Successful completion of an accredited Law Enforcement Officers Training Academy.

Licensure/Registration:

Applicant must possess a valid, Mississippi driver's license.

Substitution Statement:

Above the high school diploma or equivalent (GED), related experience and related education may be substituted on an equal basis for the required experience.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Investigative Performance: Examines and evaluates all relevant facts to determine a logical and supported conclusion.

Conducts internal investigations of facilities, officers, and departmental divisions in order to determine if alleged policy or rule violations have taken place. Collects and synthesizes information obtained through research. Identifies key issues and facts. Conducts a thorough analysis of the facts.

Report Writing: Documents daily and weekly information in a clear and legible manner.

Prepares written reports on investigations conducted and submits reports to the Division Director in a timely manner free of mistakes. Supports conclusions and recommendations.

Evaluating Information to Determine Compliance: Uses relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Technical Competence: Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.

Interprets statutes, regulations, and departmental policies and procedures governing the agency and reviews all new court decisions to determine effect on the departments. Interprets departmental policies and procedures and presents to the Division Director for review.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Conducts internal investigations of facilities, officers, and departmental divisions and prepares correspondence pertaining to internal affairs.
2. Interprets departmental policies and procedures and researches and interprets statutes, regulations, and rules governing the agency.
3. Prepares and/or reviews facility incident reports to determine if an investigation needs to be conducted.
4. Collects and properly preserves evidentiary material through a system of catalog and storage.
5. Conducts complex criminal investigations involving inmates, staff and free-world persons in violation of statutes involving the corrections system.
6. Testifies in administrative hearings as well as grand jury and criminal court.
7. Operates sophisticated equipment and conducts surveillance on suspects during covert operations.

8. Conducts stationary and moving surveillance on suspects.
9. Uses computers to prepare investigative reports, conduct research on internet based websites and access and navigate agency databases.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Conducts internal investigations of facilities, offices, and departmental divisions, as a result of alleged policy and rule violations reported to the Director.

Interprets statutes, regulations, departmental policies and procedures governing the agency and reviews all new court decisions to determine effect on the departments.

Drafts and finalizes correspondence pertaining to internal affairs of the agency.

Prepares written reports on investigations conducted and submits reports to the Division Director for review.

Reviews all institution and facility incident reports and forwards noteworthy reports to the Division Director.

Develops departmental policies and procedures and presents proposed policies and procedures to the Division Director for review.

Identifies, marks, and maintains a chain of custody of evidence.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.