



CLASSIFICATION NO. 127
Established: 1/22
FLSA: Exempt
EEO: 4

PROFESSIONAL STANDARDS UNIT INVESTIGATOR

CLASS CHARACTERISTICS

Under direction, to conduct administrative investigations into allegations of CCSO employee misconduct, to include use of force, and service-level complaints generated internally and from the public; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas County Sheriff's Office (CCSO) patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services. The Department is organized into divisions: Civil, Patrol, Investigations, Administration, Jail, and Community Corrections.

The Professional Standards Unit Investigator is a non-sworn classification responsible for complex and difficult investigations which includes planning, organizing, and conducting administrative investigations into allegations of sworn and non-sworn employee misconduct and service-level complaints within the Clackamas County Sheriff's Office. Incumbents analyze and interpret various types of evidence relevant to investigations, including gathering witness testimony, crime-scene photographs, and forensic evidence. Incumbents utilize investigative methodologies and strategies and provide recommendations and findings to Sheriff's Office executive management.

The Professional Standards Unit Investigator is distinguished from the DA Investigator series, which are sworn officers and have responsibility to investigate criminal cases and assist Deputy District Attorneys in preparing cases for trial, and the Background Investigator which performs background investigations and provides written reports regarding employment suitability for prospective employees. It is also distinguished from Detective which is a sworn classification with responsibility to perform criminal investigative activities, conduct undercover operations, and support the Deputy District Attorneys by supplying information and assisting with case preparation on criminal matters.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes, conducts, and documents administrative investigations of a sensitive nature into allegations of misconduct, to include use of force investigations, by sworn and non-sworn CCSO employees; documents and prepares extensive case files to support investigations; coordinates investigations with command staff to determine if any substantiated conduct violated policy; organizes and completes case reports and case files

in a timely manner; prepares comprehensive reports to communicate findings and recommendations to management based on investigations.

2. Plans, organizes, and conducts interviews with complainants, involved employees, and witnesses; develops an investigative plan and compiles information, evidence, and supporting documents; documents all interviews with appropriate media, including video and audio recordings and written transcriptions; adheres to, observes, and follows employee labor union contracts with regard to employee and due process rights.
3. Reviews and interprets police reports, video from automobile and body-worn cameras, and other records and documents.
4. Interprets evidence; coordinates staff training covering internal affairs processes; researches law enforcement best practices; assists with pre-employment background screenings; responds to requests for additional information from management.
5. Keeps case files up-to-date and reports to supervisor for executive team briefings; consults with Sheriff's Office Counsel when needed; consults with management during investigations to develop and share investigative plans and to provide findings and recommendations as it relates to investigations.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge of: Principles and practices of investigation and research, including investigative and interviewing techniques, conflict management, and methods and techniques of negotiation; organizational skills and practices; office equipment, including personal computers and software programs.

Working knowledge of: Theory, principles, practices and techniques in the conducting of internal complaint investigation and review; employment law and pertinent federal, state, and local laws, codes, and regulations; standard law enforcement agency practices and working environments, particularly union contracts; patrol and investigative activities; Sheriff's Office directives, general orders, policies, and procedures; state and federal law, County Code, administrative rules, and judicial rulings affecting internal affairs processes; principles and practices of law enforcement, including use of force issues, constitutional law application, community policing practices, and criminal investigation procedures; principles and practices of internal investigations; appropriate supervisory principles and practices in law enforcement.

Skill to: Communicate effectively, both orally and in writing; conduct interviews effectively and efficiently with a variety of individuals, including those who may be cautious, unfriendly, or uncooperative; observe, assimilate, remember and recall facts and details; judge individual situations carefully and make discretionary judgments; prioritize work and work independently or as a member of a team using good judgment and decision making skills; establish and maintain effective working relationships with applicants, users and other internal and external agencies and departments; gain cooperation through discussion and persuasion; assess, analyze, and convey complex investigative findings and distill relevant information; interpret and apply federal, state, and local policies, procedures, laws and regulations; research, compile, analyze and summarize material into understandable, accurate and legible reports; operate computer software and other office equipment; demonstrate sensitivity to diverse cultures and individuals.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Must possess Law Enforcement Data System (LEDS) certification within thirty (30) days of hire.