



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
3-21-18

Agency: Department of Justice

Facility: Criminal Justice Division

[] New [x] Revised

This position is:

- [] Classified
[] Unclassified
[] Executive Service
[x] Mgmt Svc – Supervisory
[] Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Chief Criminal Investigator
b. Classification No: X5225
c. Effective Date: 7/1/1991
d. Position No: 0033002
e. Working Title: Asst. Special Agent in Charge
f. Agency No: 13700
g. Section Title: Admin
h. Budget Auth No: 000016670
i. Employee Name:
j. Repr. Code: MMS
k. Work Location (City – County): Salem
l. Supervisor Name (Optional): Rich Austria
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [x] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

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The Department of Justice is comprised of nine divisions. They consist of the Office of the Attorney General, Administrative Services, Division of Child Support, Civil Enforcement, Trial, General Counsel, Appellate, Crime Victims, and the Criminal Justice Division.

The Criminal Justice Division is the Oregon Department of Justice's primary crime fighting weapon. The purpose of the Criminal Justice Division is to conduct investigations in support of programs within the Criminal Justice Division, and investigations referred to the division by District Attorneys and federal, state and local law enforcement agencies.

The responsibilities of the Criminal Justice Division include preventing the infiltration of organized criminals in Oregon, detecting and combating existing organized criminal activities within the state, and providing law enforcement agencies statewide with criminal intelligence and threat assessments on domestic and international terrorism, and providing criminal and prosecutorial assistance to the 36 county District Attorneys

in Oregon. Responsibilities also include investigating allegations of corruption or malfeasance by public officials in Oregon and, where appropriate, prosecuting them. The Division also investigates all allegations of criminal election law violations in the state and prosecutes when appropriate.

The Criminal Justice Division is also charged with establishing and managing a coordinated system for collecting, storing, analyzing and disseminating information and criminal intelligence for law enforcement agencies in Oregon; investigating investment of funds in Oregon suspected to have been generated by criminal activities; conducting comprehensive factual studies of organized criminal activity in Oregon; and formulating and proposing such changes in those policies and procedures as the division may deem appropriate.

Within the Criminal Justice Division is the position of Assistant Special Agent in Charge (ASAC). This position answers directly to the Special Agent in Charge (SAC) of the Criminal Justice Division. The Assistant Special Agent in Charge directly manages and supervises special agents and analysts who conduct and support investigations relative to several programs and missions within the division.

This position oversees/manages/supervises a number of highly specialized programs. There are currently two Assistant Special Agents in Charge (ASAC) at the Criminal Division of the Oregon Department of Justice. The groups listed below are currently separated into two groups, each falling under a specific ASAC. However, ASAC's may supervise groups not within their span of control in the absence of his/her counterpart, so the ASACs in this division must maintain current working knowledge of all groups and personnel in the Criminal Justice Division. In addition, at management's discretion, the groups supervised by the ASACs are subject to change, another reason ASACs' must maintain current working knowledge of all groups and personnel in the Criminal Justice Division

The ASAC keeps constant attention and commitment to the Department of Justice's mission and strategic plan. The ASAC also meets frequently with other managers – both inside and outside of the Department of Justice. The ASAC is responsible for setting program direction, outcome performance measurement and accountability standards.

In addition, this position assumes the responsibilities of the Special Agent in Charge of the Criminal Division of the Oregon Department of Justice when that person is absent.

The programs currently overseen/managed/supervised by the Assistant Special Agents in Charge are:

District Attorney Assistance Section – this section provides the state's District Attorneys and their deputies with expert trial and investigative services, extensive training in the techniques of criminal prosecution, and uniform forms, manuals and case digests. Special Agents in this unit carry out their mission by providing investigative assistance to Oregon prosecutors on major crimes noted for their complex facts and difficult legal issues. The majority of investigative assistance is in the areas of homicide, child exploitation, domestic violence, driving under the influence, and major crimes against persons.

Organized Crime Section – this section investigates and prosecutes organized crime and allegations of public officials involved in corruption or malfeasance. To that end, the division has special agents, prosecutors, and analysts who specialize in identifying and combating such crimes. In addition, the Division has specialized equipment and trained personnel to conduct wiretap investigations against organized crime groups. These investigations are highly effective at disrupting and dismantling criminal organizations.

- **Internet Crimes Against Children Task Force** – this unit specializes in tracing IP addresses; preparing preservation letters and subpoenas;

chatting in an undercover capacity; conducting covert investigations; conducting all manners of surveillance; processing computer equipment and media; safely working around items contaminated with bio-hazardous materials; conducting in-depth interviews to obtain confessions and identify potential victims; develop, implement, and conduct public safety presentations' and work with state and federal prosecutors and develop task force strategy to further the mission and goals of the ICAC Task Force. The ASAC in charge of the ICAC serves as the ICAC Task Force Commander for the State of Oregon – in that capacity, the Task Force Commander coordinates investigations involving affiliate police agencies. The Oregon ICAC Task Force Commander is also the contact for the National ICAC initiative.

- **Cooperative Disability Investigation Unit** – this unit specializes in investigating, tracing and locating persons; preparing reports consistent with federal requirements; conducting all manners of surveillance; recognizing certain medical facts contained in an applicant's medical history to determine the best manner, through interview or surveillance, to determine the legitimacy of social security disability claim for benefits.

Criminal Information Services Section (CISS) – the CISS Section is the primary information sharing and case support section for the Criminal Justice Division. Its duties include the coordination, monitoring and overseeing of homeland security related incidents, Organized Crime assistance, and tactical and strategic information sharing. This Section does not ordinarily perform enforcement activities, but rather is a source of intelligence and investigative assistance for the operational sections and units.

- **Oregon TITAN Fusion Center (OTFC)** – the mission of the OTFC is to protect Oregon citizens from terrorist and criminal activity by providing an "all crimes" criminal information clearinghouse supported by a Terrorism Liaison Officer (TLO) program that expands awareness of terrorism and criminal indicators by collecting, gathering, analyzing and disseminating terrorism and criminal products for the Oregon law enforcement, public safety and public and private sectors communities.
- **High Intensity Drug Trafficking Area Investigation Service Center (HIDTA ISC)**– the Investigation Service Center is a co-located multi-agency program. Its mission is to promote, facilitate, and coordinate the exchange of criminal intelligence information, and provide analytical support to the HIDTA counties.

High Intensity Drug Trafficking Area (HIDTA) Watch Center – the Watch Center's primary mission is to enhance officer safety through event deconfliction (RISS SAFE) or person deconfliction (RISS Intel) for Law Enforcement in Oregon. Watch Center analysts also provide tactical analytical support to law enforcement officers throughout the state.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Provide leadership, oversight and management of the operations of the Criminal Information Services Section (CISS) (TITAN Fusion Center, High Intensity Drug Trafficking Area (HIDTA) Watch Center, and Information Support Center (ISC)), and the Internet Crimes Against Children Task Force (ICAC). Provide secondary leadership, management and oversight to the District Attorney Assistance Section, the Organized Crime Section, the CDIU Unit, and High Intensity Drug Trafficking (HIDTA) Grant Management. This includes the supervision of the special agents and civilians, and the management of the activities of the special agents, analysts and civilians of the units and sections under the oversight of this position.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
40		E	<p>Investigation Management – Advise the Chief Counsel and the Special Agent in Charge on the status of ongoing investigations; develop short and long term goals for the entire Investigation Unit; create systems for gathering statistics for use of policy makers such as the Attorney General and the Oregon Legislature; participate in Criminal Investigator Association labor negotiations and strategy meetings; implement and enforce collective bargaining agreement terms; develop, revise and implement Investigation Unit policies and procedures; write the monthly ICAC grant reports; participate in the hiring process for new investigators, including drafting job announcements, recruiting, preparing interview questions, conducting interviews and background investigations; overseeing all investigations including public corruption, aggravated murder, election law violations and organized crime; develop and implement systems for operational efficiency such as more efficient hiring background investigations, and streamlining the cumbersome election law violation investigation process for the Secretary of State. The ASAC also manages numerous grants and forfeiture issues as they arise. Assist the Special Agent in Charge and the Chief Counsel with budget management and decision making; managing, maintaining, and disseminating funds and expenditures related to the Criminal Justice Divisions budget, grants and forfeiture monies received. Preparing budget reports and projections based on Divisional needs, staffing, and projects.</p>
20		E	<p>Investigator and Case Management – Assign case investigations and decide whether to conduct investigations; review and edit police reports, provide long term and short term guidance and advice on the course of investigations, help develop and evaluate tactical events such as search warrants, insuring the safety of all participants, coordinating between different law enforcement agency participants and making sure the integrity of evidence is preserved while</p>

			protecting citizen rights; conduct formal annual evaluations as well as informal, on-going case evaluations; develop systems for improving the efficiency of investigative activities such as streamlining report writing; overseeing investigator interaction and coordination with outside agencies; and conducting own investigations.
20			Information Sharing and Relationship Development – Developing and maintaining relationships with the other 200 law enforcement agencies in Oregon by developing Memoranda of Understanding with agencies; participating in intelligence sharing meetings; conducting training for Federal, State and local law enforcement personnel and citizen organizations such as school and civic groups; developing and maintaining relationships with the 36 elected District Attorneys in Oregon and their Deputy District Attorneys; providing advice to investigators via phone and in person on the areas of expertise of the Division; responding to citizen inquiries and maintaining a system for tracking them.
10			Property and Vehicle Maintenance – Contracting with the State Motor Pool for the entire Division’s 20 + vehicles; insuring regular maintenance; insuring installation of necessary police equipment, including that mandated by labor contract; negotiating prices for replacement vehicles and equipment; keeping Division vehicle costs as low as possible; purchasing Investigator equipment such as ballistic vests, holsters, handguns and other firearms, ammunition, training equipment and surveillance equipment; maintaining property inventory and replacing broken or outdated equipment.
5			Training – Scheduling, arranging for and sometimes conducting training as mandated by the Oregon Department of Safety, Standards and Training, including regular firearms training and qualification, CPR and safety training; specialty training such as homicide, RICO, organized crime and Narcotics investigations and public corruption that are the specialty of the Division.
5			Other - Is responsible for understanding the agency's affirmative action goals and objectives and to develop and implement plans to meet them; Recognizes the value of individual and cultural differences; creates work environment where individuals’ differences are valued; Consistently treats colleagues, customers, and stakeholders/partners with dignity and respect.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Handle highly sensitive, confidential matters. This position has the potential for significant travel in Oregon and some interstate travel. Position may require long, unpredictable hours including evening and weekend work. The person could be away from home for weeks at a time. Position requires work in all weather conditions, moderate to severe. The person in this position may be in very dangerous positions involving high personal risk. The person must be able to lift heavy objects. The person must be able to drive a motor vehicle in normal and emergency situations.

Working conditions vary from office environment to field environment. Mental alertness is very important because of the need to make critical decisions concerning personnel and operations. The ASAC is required to maintain a physical and mental state of fitness and readiness that enables occasional contacts and

involvement with dangerous and potentially dangerous people, equipment and environment. Occasionally work the road during all types of weather conditions and respond to a variety of emergency situations, which could be life threatening. Occasionally work varying shifts and days off, weekends, and holidays. Occasionally called back to duty on regularly scheduled days or on days off. The ASAC is always 'on-call' and frequently works over 40 hours per week.

The following is a list of the types of activities an employee may be involved with on a daily basis;

- Sitting, standing, walking, sustained pursuits/sprints, lifting and carrying, pushing, pulling, dragging, reaching, handling, bending, squatting, twisting, climbing, crawling and speaking;
- Operation of motor vehicles, passenger in motor vehicles;
- Subjected to noisy conditions for extended periods of time;
- Use of communication devices such as; cellular phone, two-way radios;
- Physical or confrontational situations which may result in the use of physical force both by the employee and/or against the employee;
- Exposure to the use of weapons of all types used both by the employee and/or against the employee;
- Render first-aid to people who are sick/injured or otherwise in need of emergency medical assistance;

Employees are expected to carry a firearm and other police related equipment; assist motorists, contact and/or arrest violators, and back up other officers.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Administrative Rules
Oregon Revised Statutes
Uniform Trial Court Rules
Criminal Justice Division Standard Operating Procedures Manual
Department of Justice Support Staff Orientation Manual
Department of Justice Policy Manual
Federal Rules of Civil Procedure
Federal Rules of Criminal Procedure
28 CFR Part 23 Federal Rules governing intelligence
Regional Information Sharing System (RISS) Policies and Procedures
Western States Information Network (WSIN) Policies and Procedures
HIDTA Policies and Procedures
ICAC National Standards
Memorandum of Understanding with the Social Security Administration

b. How are these guidelines used?

Oregon Administrative Rules
Oregon Revised Statutes
Uniform Trial Court Rules
Criminal Justice Division Standard Operating Procedures Manual
Department of Justice Support Staff Orientation Manual
Department of Justice Policy Manual
Federal Rules of Civil Procedure
Federal Rules of Criminal Procedure
28 CFR Part 23 Federal Rules governing intelligence

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Sheriffs and Chiefs of Police throughout Oregon		Advice, investigations and information sharing	
District Attorneys and Deputy District Attorneys		Advice, investigations, prosecutions and information sharing	
Federal Agency heads and investigators		Investigations and information sharing	
Citizens		Resolve complaints	
Non-law enforcement agency personnel		Program development and information sharing	

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position requires correct and timely decisions related to both the administration and operation of the division. These decisions require accurate assessment of legal, safety and logical considerations that are compatible to all applicable laws, rules, regulations, directives, policies, procedures, guidelines, and accepted police practices to ensure maximum performance, while also ensuring the greatest degree of safety to subordinates, other officers and members of the community.

In addition, this position must have a working knowledge and understanding of the labor contracts regarding work rules and employee rights and duties. This position must also have an understanding and working knowledge of state and federal laws and make workplace decisions based on sound judgment that is consistent with the department's leadership vision.

This position approves overtime, creates and adjusts schedules to meet fluctuating needs with limited resources. This position makes decisions that relate to staff career development, merit pay increases, promotions, transfer requests, and employee recognition. This position also evaluates the effectiveness and correctness of the actions taken by subordinates, and decides as to appropriate response, such as training, work plans, disciplinary action (up to and including recommendations for termination), or reassignment.

There are potentially hundreds of decisions made on a daily basis involving investigative case management, information sharing, budget issues, policies, personnel, labor negotiations and any of the other duties described herein.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

The Special Agent-in-Charge	1032005	Briefings and Reviews	Daily, Weekly, and Annually	Assign work, review work, planning, and coaching

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 32
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Must be able to physically defend himself/herself and others as required; must possess skill in the use of defensive tactics. Must be proficient in the use of firearms, and obtain and maintain required qualification score with duty firearms as required by Division policy.

Must be able to drive a division-issued vehicle in normal and emergency situations and operate emergency equipment when appropriate. Must be proficient in the operation of a wide variety of scientific crime detection devices and investigative equipment. Must be proficient in the use of photographic and surveillance equipment. Must be certified by the Red Cross to administer emergency first aid and CPR. Must be able to travel within and out of Oregon to conduct investigations and other duties as requested by the Special Agent in Charge. Must be able to use a computer, word processing equipment, police communication systems and other law enforcement related technical equipment.

Must possess physical stamina, physical and moral courage, and emotional and mental stability. Must be available for general and special assignments when requested either during business hours or after. Must respond to the call of duty without regard for personal convenience or safety, when requested in the course of their law enforcement function or as a manager of the Department of Justice. Must be available for night, weekend, and holiday assignments.

This job requires four years of full-time, recent (within the last ten years) criminal investigative experience which must have included substantial criminal investigative duties to include, but not limited to: financial transaction crimes; public corruption and other major felony cases; expertise in the use of multi-agency task forces involving law enforcement from local, state and federal government; thorough knowledge of state criminal statutes and rules of evidence; significant experience testifying before courts, grand juries, and administrative bodies; experience in sensitive and confidential investigations; experience with a wide variety of criminal investigations; experience in obtaining via subpoena and search warrant business and financial records.

College level courses in criminal law may be substituted on a year for year basis for up to two years of required experience. An advanced police certification from DPSST is required upon the date of hire. The person in this position must also have demonstrated leadership and management skills, a valid driver's license and meet the ongoing physical standards and testing requirements of DPSST.

Supervisory Certificate – in order to be an Assistant Special Agent in Charge, an employee must adhere to OAR Division 8 (Employment, Training and Certification) 259-008-0000 Sub. 14 which states:

(14) The Supervisory Certificate. In addition to requirements in sections (1) through (7) of this rule, the following are required for the award of the Supervisory Certificate:

(a) Applicants must possess or be eligible to possess the Advanced Certificate in the discipline the certification is requested;

(b) Applicants must have satisfactorily completed no less than 45 education credits as defined in sections (8) and (9) of this rule;

(c) Applicants must have satisfactorily completed the prescribed supervision training within five years of the application for the Supervisory Certificate; and

(d) Applicants must be presently employed in and have satisfactorily performed the duties of a first-level supervisor as defined in OAR 259-008-0005.

(A) The applicant's department head must attest that the first-level supervisor duties were performed for a period of one year.

(B) The required experience must have been acquired within five years of the date of the application.

(e) Upon request of the employing agency, the Department may waive the requirements of section (14) (c) or (d), provided the employing agency demonstrates that the applicant performs supervisory duties on a regular basis.

Division Supervision Course – all law enforcement officers, telecommunicators, and emergency medical dispatchers promoted, appointed, or transferred to a first-level supervisory position shall satisfactorily complete the prescribed Supervision Course within 12 months after initial promotion, appointment, or transfer to such position. This section shall apply whether the individual is promoted or transferred from within a department, or is appointed from an outside department, without having completed a prescribed Supervision Course, within the preceding five (5) years.

"First-Level Supervisor" means a law enforcement officer, telecommunicator, or emergency medical dispatcher occupying a position between the operational level and the middle manager position who is primarily responsible for the direct supervision of subordinates. A first level supervisor position does not include a position with limited or acting supervisory responsibilities.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: This position is responsible for assisting in the preparation of grant applications, managing the expenditure of grant funds and preparing monthly grant reports. In addition, this position is responsible for the expenditure of funds to maintain the operation of the Criminal Investigators Unit through purchase of necessary equipment, lease of vehicles and their maintenance.

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		
ICAC	\$350,000	Grant
CIKR	\$285,000	Grant
UASI	\$140,000	Grant
Signature Authority	Up to \$10,000 bi-annually	Miscellaneous
Asset Forfeiture Funds	Varies	Miscellaneous
HIDTA	1,254,000	Grant

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date