

## Special Investigator (0602)

### Task List 2019

#### **I. INVESTIGATIONS**

1. Conducts investigations on violations of City policies (e.g., fraud, waste, abuse, collusion, and conflicts of interest), Equal Employment opportunity (EEO) complaints, personnel, misconduct, and criminal laws by City employees, contractors, and others in connection with City programs in order to determine whether a rule, policy, or law was violated.
2. Secures facts and obtains, examines, and reviews evidence from as many sources as possible (e.g., payroll, financial records, phone records, radio transmissions, contractor records) in order to establish the extent and nature of violations being investigated.
3. Handles confidential and highly sensitive information properly in order to maintain the integrity and confidentiality of investigation-related evidence, records, and documents.
4. Travels to onsite or offsite locations in order to conduct investigations of complaints.
5. Acts as liaison to department staff, outside agencies, members of the public, and other City Departments in order to share, gather, or investigate information regarding complaint allegations.

#### **II. QUALITY CONTROL**

6. Reviews and analyzes the substance, quality, and timeliness of investigations on violations of City policies (e.g., fraud, waste, abuse, collusion, conflicts of interest), Equal Employment opportunity (EEO) complaints, personnel, misconduct, and criminal laws by City employees, contractors, and others in connection with City programs or resources in order to ensure that investigations are conducted according to legal principles and personnel policies, procedures, and rules.
7. Reviews and analyzes the quality and adequacy of investigative strategies and approaches in order to develop, implement, or recommend new investigative techniques and procedures as needed.
8. Reviews and analyzes the quality and adequacy of interviews involving witnesses, complainants, informants, suspects, subjects, City employees, outside law enforcement officials, vendors, contractors, and members of the public in order to ensure investigations are conducted appropriately and accurately.
9. Writes reports summarizing the outcome and evaluating the quality of investigations and prepares official correspondence related to investigatory reviews, including acknowledgments, referrals, and final reports.

#### **III. COMMUNICATION/PRESENTATIONS**

10. Reviews and identifies admissible analysis of documentary and electronic evidence, arguments, oral, and written reports regarding witness testimony or statements from interviews

and other investigative findings in order to present them to City management, including the Board of Rights, and/or the Civil Service Commission.

11. Appears in court and administrative proceedings as a witness.
12. Meets regularly with management in order to provide updates on the status of work assignments.

#### **IV. PREVENTATIVE/CORRECTIVE ACTION PLANS**

13. Assists in the review and preparation of statements of facts, developed over the course of an investigation, in order to submit referrals to appropriate law enforcement agencies.
14. Recommends corrective action to address sustained concerns, policy and training deficiencies, internal control weaknesses, or personnel issues.
15. Negotiates, reviews, and analyzes proposed settlements and complaint trends in order to facilitate resolutions and recommend corrective action.
16. Reviews, analyzes, and prepares reports concerning how well disciplinary actions have been adjudicated in administrative proceedings by the Department.
17. Reads and analyzes investigative reports, policies, statutes, and disciplinary-charging documents in order to develop a viable disciplinary or prosecution strategy.
18. Researches and analyzes Departmental operations in order to identify areas of deficiency and to recommend changes to maximize efficiency and ensure compliance with laws and City policies.
19. Develops and implements fraud awareness and prevention programs.

#### **V. MISCELLANEOUS**

20. Conducts special projects, including reviews, analyses, and other tasks for management.