

INSPECTOR GENERAL

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position functions as a senior staff advisor to the Putnam County Sheriff and/or Undersheriff. The primary responsibility of this position is the conduct and supervision of inquiries and investigations regarding the operations of the department, as directed by the Sheriff or Undersheriff, in order to advise the Sheriff on issues regarding the administration of the department and to ensure the highest standards of performance of the department. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Examines and conducts inspections of departmental systems and procedures with regard to effective management and supervision, cost-efficient operation and personal integrity of the department's personnel, as directed by the Sheriff and/or Undersheriff;

Prepares reports for the Sheriff regarding findings of inspections including recommendations for changes and suggestions for improvements;

Assists in the formulation of new departmental procedures and policies;

Identifies possible sources which may serve to enhance the economic and cost-efficient operation of the department and performance of department staff, including training and resources, inter-agency cooperation, etc.;

Provides assistance to the public, members of county government, and the county's inmate population in resolving problems, disputes or other issues, as needed;

Makes preliminary inquiries into situations regarding questions of procedural compliance, as directed by the Sheriff, in order to determine whether further action is warranted;

Conducts in-depth investigations and systematic inquiries into matters, if warranted after preliminary inquiry;

Makes determinations based on analysis and evaluation of investigations and inquiries, reports findings and makes recommendations to the Sheriff and/or Undersheriff;

Monitors and responds to complaints from the community in a timely manner, ensuring that such complaints are thoroughly, fairly and objectively investigated;

Investigates complaints from the community using such means as examination of documents, interviewing of witnesses, examination of physical evidence, review of video/audio tapes, and other appropriate sources or techniques;

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Reports results of any inquiry into a community complaint with appropriate recommendations to the Sheriff and/or Undersheriff;

Ensures safeguarding and proper handling of all evidence in cases of possible criminal activity, and provides such evidence for review and possible prosecution by the District Attorney or the Attorney General, as appropriate;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the policies and procedures of the Putnam County Sheriff's Department; thorough knowledge of modern principles and practices for the conduct of internal investigations; thorough knowledge of modern principles of management and organizations; thorough knowledge of the rules, regulations and requirements of Correction Law governing the treatment of inmates and the safety and security of the facility and department employees; thorough knowledge of modern principles and practices of police and criminal investigative techniques; thorough knowledge of all laws, ordinances and regulations pertaining to police activities; thorough knowledge of what constitutes evidence and how to safeguard it; good knowledge of the budget process as it relates to support personnel and equipment needs; good knowledge of legal terminology encountered in police work; good powers of observation; ability to prepare detailed and organized reports; ability to deal with public in a pleasant and professional manner; excellent judgment; integrity; tact; discretion.

MINIMUM QUALIFICATIONS: Either

- a) Five (5) years experience in a management or supervisory position in police/corrections work, management analysis, public administration, law, or investigations; or
- b) Ten (10) years experience as a police officer or deputy sheriff, three (3) years of which must have involved full time assignment to investigative and/or detective work; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

SPECIAL REQUIREMENT:

An incumbent of this position may be required to attend the three-week resident training course at Inspector General School, Department of the Army, Fort Belvoir, Virginia.