

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4247

TITLE: Internal Affairs Investigator

GRADE: S-27

DEFINITION:

Under general supervision, investigates complaints of administrative or criminal misconduct by career or volunteer Fire personnel; conducts polygraph examinations of applicants or employees under investigation; performs background investigations on applicants for volunteer or career Firefighter and emergency medical technician positions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a civilian class. Although an incumbent must obtain certification as a law enforcement officer to facilitate investigations, he/she will not have arrest powers, carry firearms, or be subject to rotation to another law enforcement function, nor will he/she participate in emergency incidents.

ILLUSTRATIVE DUTIES:

Conducts thorough, fair, and impartial investigations into complaints of administrative or criminal misconduct by career or volunteer Fire personnel;

Reports to the Fire Chief or his designee on the status of cases under investigation;

Prepares accurate and timely investigative reports;

Advises citizens or departmental personnel as to the final disposition of internal affairs cases;

Ensures that accurate documentation of internal investigations is maintained;

Transports employees for drug testing, supervises the drug tests, obtains the results, and reports them to the employees' supervisor;

Conducts or coordinates and reviews polygraph examinations on applicants or employees under investigation, and conducts follow-up investigations;

Provides technical support and guidance to supervisory personnel engaged in other departmental investigations;

Conducts background investigations on applicants for volunteer or career Firefighter and emergency medical technician positions;

When requested by the Recruitment Section, coordinates and reviews applicants' polygraph examinations;

Maintains a liaison with the County Attorney's Office;

Assists in answering subpoenas for departmental documents or personnel;

Assists in the preparation of cases to defend the Fire and Rescue Department or its personnel against lawsuits;

Assists the prosecutor when criminal charges are filed against departmental personnel;

Presents the Department's case before the Civil Service Commission or other boards, ensuring that all evidence is presented and that due process is afforded;

Develops and provides information and training programs designed to inform supervisory personnel on matters relevant to internal affairs;

Maintains required certifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the Department's rules, regulations, general orders, and standard operating procedures, as well as the County's personnel regulations and other relevant County and state laws;

Knowledge of investigator practices and techniques;

Knowledge of local, state and federal statutes;

Knowledge of the judicial system;

Ability to conduct effective interviews and interrogations, elicit pertinent information, and draw sound conclusions;

Ability to extract information from computerized criminal information records (such as the Virginia Crime Information Network and the National Crime Information Center);

Ability to effectively testify before hearing boards and in court;

Ability to prepare accurate, timely reports concerning criminal and administrative investigations;

Ability to maintain effective working relationships with a variety of people.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice administration, public administration, business administration, psychology, or a related field; PLUS

Three years of investigative experience.

CERTIFICATES AND LICENSES REQUIRED:

Within a year of appointment, certification as a Law Enforcement Officer by the Commonwealth of Virginia;

Within three years of appointment, a Polygraph Examiner's license issued by the Commonwealth of Virginia.

ESTABLISHED: November 18 1996