

DEPUTY COMMISSIONER OF INVESTIGATIONS (BIC)

Duties and Responsibilities

This is a management class of positions. Incumbent performs related work.

Under the executive direction of the Commissioner and First Deputy Commissioner, and with wide latitude for the use of independent judgment and initiative, supervises and coordinates investigations, implements policies and procedures, evaluates work performance and insures investigational standards. Acts as the chief liaison between the Commission and federal, State and local law enforcement agencies. Provides investigatory status, evaluations and operations reports to the Commissioner/Chair.

Examples of Typical Tasks

Supervises and coordinates field investigations; assigns personnel, and makes schedules.

Reviews field reports and supervises follow-up investigations.

Implements system-wide investigative procedures.

Serves as the Commission's liaison with other law enforcement agencies concerning investigatory matters and facilitates joint investigations when warranted.

Meetings regularly with Commission departments, to ensure uniformity of operations.

Meets regularly with the Commissioner/Chair to provide information on ongoing and preliminary investigations.

DEPUTY COMMISSIONER OF INVESTIGATIONS (BIC) (continued)

Qualification Requirements

Bachelor's degree from an accredited college and ten years of satisfactory experience in law enforcement, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.