

INVESTIGATIONS OFFICER

NATURE OF WORK

This is investigative work involving the investigation of security violations, disturbances, accidents, vandalism and other unlawful activities on the University campus.

Work involves responsibility for conducting extensive investigations, gathering and preserving evidence, preparing detailed reports and providing assistance and advice to faculty, staff and student on security matters. Duties also include maintaining liaison with the Royal Newfoundland Constabulary and Royal Canadian Mounted Police. Work is generated through specific requests received and special assignments from a superior. Work is performed using a high degree of expertise, investigative and interrogative ability, tact and discretion and is reviewed through investigation reports and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Investigates breaches of University security regulations or unlawful activities occurring on campus.

Receives information regarding occurrences requiring investigation; interviews and takes written statements from complainants, witnesses and suspects; takes necessary action such as transporting victim to hospital or contacting arson section of fire department.

Visits location and preserves physical evidence; prepares sketches and takes photographs of the scene; sets up surveillance camera and equipment, as required.

Reviews records of known offenders, using accepted investigative techniques, and determines the existence of similarities; seeks out and questions suspects; develops and investigates leads and tips.

Prepares complete investigation reports indicating details of activity, items or individuals involved and resulting action; submits report for superior's review; recommends corrective and disciplinary measures when actions are within the cognizance of the University.

Provides assistance and advice to faculty, staff and students regarding the safekeeping of university and personnel property on campus; coordinates the acquisition, setting up and use of burglar alarm systems.

Establishes and maintains liaison with Royal Newfoundland Constabulary and Royal Canadian Mounted Police; discusses unlawful activities and suspects; provides completed reports and any subsequent information; receives notification of any action to be taken on campus by these agencies; prepares information and documentation for presentation at court proceedings or various hearings; acts as special witness, as requested.

Operates surveillance and engraving I.D. equipment; maintains records on lost and found items and returns material when claimed by owner; ensure that security tape recording equipment and punch clocks are operating properly; controls tapes and punch clock discs, etc.; maintains control of Security Section master keys.

Supervises the day-to-day activities of a designated area of Campus Enforcement and Patrol operations as required.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in investigative work; graduation from high school supplemented by the successful completion of an approved course in modern police investigative methods, practices and procedures; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Thorough knowledge of specialized investigative and interrogation procedures and techniques.

Knowledge of the Statutes of Newfoundland and Labrador as these statutes relate to the University.

Considerable knowledge of the investigative procedures of Royal Newfoundland Constabulary and Royal Canadian Mounted Police.

Knowledge of University Campus Enforcement and Patrol procedures and regulations.

Ability to question complainant with tact and discretion to assimilate information which may be provided during periods of stress.

Ability to communicate effectively both orally and in writing.

Ability to prepare comprehensive reports.

Ability to handle security matters in a trustworthy and confidential manner.

Ability to establish and maintain effective and harmonious working relationships with officials, students, faculty and other employees.

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