

DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF CORRECTIONAL POLICY RESEARCH AND INTERNAL OVERSIGHT
OFFICE OF INTERNAL AFFAIRS
ALLEGATION INVESTIGATION UNIT (AIU)

CHIEF, ALLEGATION INVESTIGATION UNIT (AIU)
CEA LEVEL B
065-139-7500-XXX

Under the administrative direction of the Deputy Director, Office of Internal Affairs, (OIA) the Chief serves as the highest-level advisor and manager of the Allegation Investigation Unit (AIU). The Chief, AIU is responsible for management, oversight, and direction of the Department's AIU in three regional offices statewide - Northern Region, Sacramento; Central Region, Bakersfield; and Southern Region, Rancho Cucamonga. The Chief provides centralized oversight of the AIU, in conjunction with departmental hiring authorities located in the field, and provides direct supervision to three Correctional Administrators who manage and direct the day-to-day operations of their respective regional AIU offices.

Duties include, but are not limited to:

Responsible for the management and supervision of staff dedicated to: investigating allegations of staff misconduct toward incarcerated persons and parolees and completing confidential investigative reports; reviewing inquiry reports completed by Locally Designated Investigators at institutions and parole regions, and tracking the stages of the staff misconduct inquiry and investigation process from identification by the Centralized Screening Team to final submittal of inquiry and investigation reports to hiring authorities. Provide general oversight and coordination of the regional Allegation Investigation Unit (AIU) offices and assume responsibility and accountability ensuring unbiased, objective, efficient, timely and accurate interpretation and application of laws, rules, and administrative standards related to conducting investigations and completing investigations related to allegations of staff misconduct toward incarcerated persons and parolees. Management and oversight of policy development and implementation, program planning, program analysis, budget monitoring, funding proposals and development, and investigation coordination.

Ensure ongoing system-wide compliance with court-ordered Armstrong, Clark, Madrid, and Plata remedial plans through formulation of policies and procedures to maintain consistent evaluation staff misconduct allegations; appropriate assignment of investigations; standardization of procedures; timeliness of statutes; enforcement of mandated training to all staff to meet industry standards including firearms, defensive tactics, and legal use of force; and monitoring status of investigations into allegations of staff misconduct conducted by OIA.

Establish guidelines, priorities, and management systems to ensure an efficient and effective investigation operation; develop policies and procedures as they relate to investigations into allegations of staff misconduct; evaluate the impact of laws, rules and court decisions on the investigation process; and identify and recommend changes to departmental policies which may contribute to situations where misconduct has been alleged. Develop the OIA AIU - Field Guide to provide direction and information to field staff related to applicable procedures and

processes, and to ensure compliance with court decisions, laws, rules, regulations, and policy and procedure. Develop and implement policies related to interaction with internal and external stakeholders related to the staff misconduct investigation policies and procedures.

Serve as a top advisor to Department management on staff misconduct investigation issues; and oversee the investigations routed to OIA-AIU by the Centralized Screening. Update the Deputy Director, OIA on matters requiring resolution with hiring authorities or external stakeholder inquiries.

Track data that can be used by Enterprise Risk Management to develop indicators to identify high-risk employees, institutions, and program areas within the Department. Apprise Department management of potential legal liabilities incurred due to inconsistent and/or inappropriate application of laws, policies, procedures, etc. Develop and recommend solutions when appropriate. Testify in State and federal court and before the Legislature regarding the Department's internal affairs investigation process. Identify proposed changes in Memorandums of Understanding, laws, rules, and policies relative to the staff misconduct investigation procedures and related processes.

Participate in the development, implementation, and evaluation of the departmental strategic and operational plans; and serve as liaison to maintain effective working relationships with federal, State, legislative, departmental and external stakeholders.