

CHIEF OF INVESTIGATIONS

DEFINITION

This position is based in the Office of the Virgin Islands Inspector General (VI Inspector General's Office), Charlotte Amalie, St. Thomas, USVI. The position reports to the Virgin Islands Inspector General (VIIG) through the Deputy Virgin Islands Inspector General (DVIIG), who under the overall supervision and guidance of the VIIG, directs and administers the investigative, audit, and inspection activities of the VI Inspector General's Office as mandated by Title 3, Chapter 40, Sections 1200 – 1206 of the Virgin Islands Code.

The incumbent of this position serves as the lead criminal investigator and is responsible for the management of territory-wide investigations of allegations or suspected violations of criminal statutes of the Virgin Islands, or the United States government as they relate to government departmental programs and operations, especially in the area of fraud, waste, abuse, or other highly sensitive issues.

The Chief of Investigations will monitor the progress of active investigations and will be responsible for insuring that the investigative work product of the VI Inspector General's Office is performed with professional competence, technical accuracy and integrity. Investigations into malfeasance, misfeasance or nonfeasance will be accomplished in a timely, workman-like manner and will meet the professional standards established by the Constitution of the United States, the Virgin Islands Code and the common law dictates of both the Federal and territorial courts.

DUTIES (NOT ALL INCLUSIVE)

- Manages, directs, leads, and conducts all levels of investigations related to Virgin Islands Government programs.
- Analyzes requests, complaints, or allegations in relation to appropriate laws, and regulations of the government.
- Identifies the issues involved and any written or interview evidence needed.
- Establishes the interrelationship of facts and/or evidence in the case through questioning of principals and witnesses, taking sworn statements, securing related documents and other materials, as well as performing extensive record searches and analyses.
- Writes clear, concise, comprehensive reports of investigations utilizing all pertinent field notes and other data.
- Testifies on behalf of the government in criminal, civil, and administrative hearings.

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- Report findings of cases to the VIIG or the DVIIG, making recommendations as required, so that action may be taken prior to the submission of a formal report to safeguard the government, it's property, or reputation.
- Functions with local and Federal counterparts in other agencies and with members of Virgin Islands law enforcement organizations in investigations of mutual interest.
- Functions with local and Federal counterparts in other agencies and with members of Virgin Island law enforcement organizations in transferring certain cases or investigations, which extend beyond the VI Inspector General's Office's legal mandate.
- Performs other related duties as required.

FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION

In-depth knowledge of advanced investigative principles and techniques such as; interviewing, criminal law, Federal Rules of Evidence, search and seizure, methods and patterns of criminal operations, and modern detection devices equipment, laboratory services, etc.

Knowledge of administrative and technical reporting procedures in order to present findings in clear, logical, impartial, comprehensive and concise manner. Such reports may be oral and/or written.

Knowledge of functions and jurisdictions of Federal, State, and territorial, investigative and law enforcement agencies.

Working knowledge of the Privacy Act of 1974 and other guides concerning invasion of Privacy.

Working knowledge of administrative and financial management functions including internal fiscal control, in order to review and analyze financial records and transactions.

FACTOR-2-SUPERVISORY CONTROLS

Assigns matters to be investigated and provides support and advice to individual investigative teams.

Insures that investigations are accomplished in a manner that meets generally accepted investigative standards.

Performs yearly evaluations on investigative and other personnel assigned to conduct investigations

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FACTOR-3-GUIDELINES

Have general working knowledge of federal and territorial laws and regulations, which may impact on an investigation.

Be able to use considerable judgment in selectively applying various investigative techniques in any given investigation.

FACTOR-4-COMPLEXITY

Assigned investigations may involve extreme difficulty in resolving conflicts in facts or evidence. Incumbent must be resourceful in the development of information on such issues until there is enough evidence to support a legal or administrative decision. The work requires use of judgment in deciding what phase needs further investigation and what is or is not related to the investigation.

Investigations and fact-finding projects cover the entire group of Virgin Islands government departments and agencies, in addition to private businesses providing services to the government, or private taxpayers of the government.

Investigations assigned to the incumbent may cover one or all of the following:

- Confidential and sensitive matter of a non-recurring in nature;
- Allegations that may cut across organizational lines;
- Government agencies on Federal, State or local levels; and,
- Financial involvements extending to enterprises that may have an impact on the economic development of the territory, the territorial economy, taxation of businesses and/or individuals, or public health and safety.

FACTOR-5-SCOPE AND EFFECT

Investigative findings may have management implications and influence actions by officials in decision making positions and determining and reviewing policies and procedures. Reports are the basis, and in many instances the only basis, upon which departmental decisions rest. Investigations may result in disciplinary measures against governmental employees and officials including suspension or removal from office, and could result in criminal or other legal proceedings. Reports often constitute deterrents to crimes or violations, influence changes in laws, regulations, policies, operational or practices; and/or establish precedents for future actions.

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FACTOR-6-PERSONAL CONTACTS

Contacts may be with any individual inside or outside the territory of the Virgin Islands, or the United States in the course of the investigative assignment. They include every level of employee within governmental departments; the United States Federal, government; all ranks of private sector commercial employees; the general public; Federal and local law enforcement officials and investigative agencies; members of the Virgin Islands Senate and/or their staffs; members of the U. S. Congress or their staffs; the judiciary; and the Department of Justice and U. S. Attorney. Some contacts involve dealing with persons who are skeptical, uncooperative, unreceptive, hostile, and of a criminal, or emotionally disturbed background.

FACTOR-7-PURPOSE OF CONTACTS

Interview individuals to obtain information, interrogate witnesses, review and analyze financial records or transactions.

FACTOR-8-PHYSICAL DEMANDS

Both office and field work are required to identify, locate and interview victims, witnesses and suspects; physical and electronic surveillance may be required from time to time, along with the physical ability to apprehend and arrest persons charged with a crime. Semiannual firearms qualification is mandatory.

FACTOR-9-WORK ENVIRONMENT

Work may need to be accomplished in both an office setting and outside the usual office setting. Such outside work may include other offices or places of business or homes; it may include physical exertion in identifying, locating and interviewing individuals. Interviewing and/or arrest activities may need to be accomplished at either indoor or outdoor locations.

MINIMUM QUALIFICATIONS

A Master's Degree in Criminal Justice, Criminology, Law Enforcement, CFE or a professional certificate directly related to the type of work performed and four (4) years supervisory experience in a similarly related work.

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Bachelor's Degree in Criminal Justice, Criminology, Law Enforcement, or any related discipline, and at least six (6) years of supervisory experience in charge of white-collar investigative fieldwork.

OR

At least eight (8) years of supervisory experience in charge of white-collar investigative fieldwork.