

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION  
CORRECTIONS INVESTIGATOR**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Corrections (DOC) which function as Corrections Investigators. These positions meet the definition of confidential as defined in Wis. Stats. 111.81 (7) as interpreted and administered by the Wisconsin Employment Relations Commission. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions performing professional and confidential investigations into allegations of potential supervisory misconduct, serious staff misconduct, and Prison Rape Elimination Act (PREA) violations within the Department of Corrections.

Supervisory misconduct is any work rule violation committed by a supervisor, manager, career executive, or appointed person who directly supervises subordinate staff. Serious staff misconduct is as defined in Executive Directive #2 Employee Discipline. Serious acts of misconduct include, but are not limited to, the following: Possession or use of illegal drugs or controlled substances without authorization or appropriate prescription; theft; lying or providing false information to management; forging or fraudulently making or altering official documents including work documents, receipts, or medical slips; fraternization with offenders, inmates, or juveniles including, but not limited to the following: sharing personal information; displaying favoritism; engaging in a personal relationship; failing to report solicitation by an offender, inmate, or juvenile; staff sexual misconduct with offenders, inmates, or juveniles; misuse or inappropriate use of state equipment or property, including, but not limited to the following: inappropriate use of computers such as accessing, receiving or disseminating inappropriate material or information, which includes profanity, obscenity, or harassing content based on protected status, via email, internet, or removable media; and violations of criminal statutes.

PREA is defined as offender-on-offender sexual assault, offender-on-offender abusive sexual harassment, staff sexual misconduct, and staff sexual harassment of an offender.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions not located in the Department of Corrections.
2. Positions which do not meet the statutory definition of Confidential as defined in Wis. Stats. 111.81 (7).
3. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats 111.81 (19) and (13).
4. Positions which require certification as a law enforcement officer as a condition of employment and are more appropriately classified as Police Officer, State Patrol Trooper, State Patrol Inspector, Conservation Warden, Excise Tax Agent or Special Agent.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competition.

## II. DEFINITION

These professional confidential positions function under general supervision, and are located in the Office of the Inspector General (OIG), in the Professional Standards and PREA Unit. As members of the OIG, these positions conduct investigations into allegations of potential supervisory misconduct, serious staff misconduct and PREA violations; participate with management, employees, and Legal Counsel in meetings on the findings of investigations and decisions on Departmental action; review complaints and conducts investigations; provide recommendations to the Director of the Professional Standards and PREA Unit on complaint resolution or investigation; participate and conduct investigative case reviews and complete written reports to provide findings to agency leadership; and serve as an expert witness in defense of the investigative summary report and findings in court. These positions provide technical assistance and consultation on professional standards, investigative techniques and departmental policies to agency managers and supervisors as well as contracted staff; identify training needs in the investigative process and professional standards; serve as DOC trainers; review ongoing current practices and identify best practices; review current standards and develop new ones as needed; and act as a liaison to local, state and federal law enforcement agencies sharing investigative information, evidence and witnesses.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification was created effective November 4, 2012, as a result of the creation of the Office of Inspector General in the Department of Corrections and announced in Bulletin OSER-0316-MRS/SC.

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