

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS INTELLIGENCE PROGRAM UNIT MANAGER

POSITION CODE: 09798

Effective: 01-01-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, for corrections facilities in a designated region of the state, directs and monitors the activities of Security Threat Group Coordinators which are staff that gather intelligence and conduct investigations of high level staff employed by the agency; reviews final investigation reports; conducts investigations of high level staff employed by the agency particularly handling issues of a heightened sensitive or confidential nature; implements policies and procedures for the Intelligence Program Unit; coordinates the functions of the regional Security Threat Group with the goals and objectives of the intelligence program; coordinates the investigative efforts of the program with other law enforcement investigators or officials; compiles information and writes special administrative reports for management.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs and monitors staff who function as Security Threat Group (STG) Coordinators that gather intelligence and conduct investigations for corrections facilities in a designated region of the state; executes, controls, and evaluates the overall operation of investigations within assigned region of responsibility; establishes priorities among assignments, establishes times of completion and quantity and quality of work products and services; monitors output in order to ensure adequate work flow; identifies and discusses program projects, problems and issues; reviews all final investigation reports and when approved for forwarding, writes the letter of transmittal briefly outlining the elements of the investigation, conclusions and recommendations; provides expertise to staff in resolving various investigative issues.
2. Conducts or participates in highly sensitive, controversial or complex investigations, typically involving high level employees or officials who are alleged, suspected or accused of violating the law or of misconduct, malfeasance or other covert acts affecting the integrity of the agency, or are detrimental to the agency's operations, or affect the safety of agency employees.
3. Meets with representatives of other agencies to discuss inter-agency issues or with representatives of other governmental jurisdictions and outside parties; provides assistance to and maintains good working relationships with appropriate law enforcement agencies on a local, state, or federal level to facilitate exchanges of information according to agency policies.

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4. Implements policy for the total management process of the Intelligence Program Unit; plans for the effective and efficient utilization of program resources and organizes the goals and objectives of the regional operations; confers with management on the integration of STG function activities to resolve administrative problems and program function improvements.
5. Implements studies of program evaluation; gathers information appropriate for training modules for intelligence staff at all levels of STG operations; monitors and maintains statistics, information and file documents; prepares special reports on administrative issues for management; compiles information on the residents of the corrections facilities (e.g., group affiliations, individual activities, status and outcomes of investigated cases).
6. Conducts weekly case reviews with each STG Coordinator to monitor progress of caseload; confirms investigative reports are submitted in a timely manner and inspections are conducted in accordance with agency policies; reviews cases and supporting documentation to confirm they are properly prepared for prosecution.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with major coursework on law enforcement or corrections.

Requires prior experience equivalent to three years of progressively responsible professional experience in law enforcement.

Requires successful completion of an approved firearms qualification course.

Knowledges, Skills and Abilities

Requires extensive knowledge of Illinois state statutes, rules and regulations concerning conflicts of interest and malfeasance of office.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of the function and interrelationship of state agencies.

Requires extensive knowledge of agency policies and procedures.

Requires ability to meet the established standards set for the annual firearms range qualification required of peace officers.

Requires ability to analyze administrative problems and adopt an effective course of action.

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Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to develop and maintain cooperative working relationships.

Requires possession of a valid Illinois state firearm owners identification card.