

Oklahoma Department of Corrections
Unclassified Job Descriptor

FUGITIVE APPREHENSION MANAGER

Basic Purpose:

Positions in this job are responsible for the coordination and supervision of a variety of investigative and operational functions within the Office of the Inspector General.

Typical Functions:

- Responsible for planning, developing and coordinating assigned phases within the Office of Inspector General which may include investigations, fugitive operations, intelligence, security or communications.
- Provides guidance to specialized investigative and security operations.
- Coordinates departmental investigative efforts with local, state and federal law enforcement agencies; responsible for pursuing the filing of criminal charges relevant to staff and offender activity.
- Assists the Inspector General in managing staff and resources; may act in the capacity of the Inspector General when needed.
- Conducts staff meetings regarding policies, methods and procedures of operating units; determines workflow, assignment of duties; responsible for the immediate supervision of assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of investigative methods and techniques; of the principles and practices of intelligence gathering; of law enforcement operations and report writing; of laws concerning the collection and admission of evidence; of the laws, rules and regulations governing offenders; and of the principles and practices of management. Knowledge of, and skill in the use and application of appropriate information technology. Ability to plan, direct and coordinate the operations of the Inspector General's Office; to communicate effectively both orally and in writing; to establish and maintain effective working relationships; to organize and manage several projects simultaneously; and to analyze complex and security sensitive situations and implement an appropriate course of action.

Education and Experience:

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Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and three (3) years of experience in security, law enforcement, or investigations, or an equivalent combination of education and experience; must be eligible for CLEET certification as a peace officer.

Preferred Qualifications: Bachelor's degree and three (3) years of experience in criminal investigations, one (1) of which was in a supervisory capacity, and CLEET certification as a peace officer.