

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF THE DIRECTOR

FUNCTIONAL STATEMENT

INTERNAL AFFAIRS OFFICE

Under the general supervision of the Director, conducts criminal, administrative, and civil investigations of the employees of the Department and the lawful use and disposition of departmental resources.

1. Receives and responds to complaints against employees or organizations of the department.
2. Conducts criminal, administrative, and civil investigations.
3. Evaluates, analyzes, and recommends changes to rules, regulations, policies, and procedures which relate to the investigations.
4. Provides advice, information, guidance, and written material to interested Divisions or individuals relating to policy and procedures, standards of conduct, and investigations.
5. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of mutual interest.
6. Maintains a system of statistics, reports, and records that accurately reflect the Staff's degree of accomplishments of its responsibilities.

ADMINISTRATIVE INVESTIGATION STAFF

Under the general supervision of the Head of the Internal Affairs Office, responsible for the technical support of the investigation staff.

1. Receives and document complaints of alleged employee violations of the department Standards of Conduct.
2. Conduct independent administrative and civil investigations of alleged employee violations.
3. Interprets all available evidence gathered during investigations and prepares reports to reflect investigative findings.
4. Identifies, evaluates, collects, processes, and secures all evidence applicable to investigations.

5. Charge violators of the Standards of Conduct with offenses appropriately substantiated through investigations.
6. Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the staff.
7. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.
8. Maintain applicable records, files, and reports separate from those of the Criminal Investigation Staff to comply with legal requirements; maintains statistical information reflecting the work and its progress in fulfilling its responsibilities.
9. Recommends departmental policy or procedural changes where applicable and report possible deficiencies.

TECHNICAL SUPPORT STAFF

Under the general supervision of the Head of the Internal Affairs Office, responsible for the technical support of the investigative staff.

1. Provides expertise in the use of technology and Computer Voice Stress Analyzer examination to support the investigative process.
2. Recommends, reports, tests, and keeps abreast of new technology to include crime scene processing, communications, and surveillance.
3. Interprets all available evidence gathered during investigations and prepares reports to reflect investigative findings.
4. Testifies in court proceedings and/or due process hearings relative to investigations and/or other activities of the Criminal and Administrative Investigation Staffs.
5. Coordinates and cooperates with Federal, State, and County agencies in conducting investigations which are of a mutual interest.
6. Evaluates, analyzes, and recommends changes to rules, regulations, policies, and procedures which related to the investigations.
7. Provide advice, information, guidance, and written material to interested Division or individuals relating to policy and procedures, standards of conduct, and investigations.

CRIMINAL INVESTIGATION STAFF

Under the general supervision of the Head of the Internal Affairs Office, responsible for the enforcement of the Hawaii Revised Statutes as it relates to all employees of the Department and/or property of the Department.

1. Receives and document complaints of alleged violations of the Hawaii Revised Statutes by employees of the Department and/or against property of the Department.
2. Conducts criminal investigations of any and all violations of the Hawaii Revised Statutes committed by employees of the Department and/or against property of the Department.
3. Submits investigative reports, records, and information reflective of investigative findings.
4. Gathers and secures all evidence applicable to case investigations.
5. Apprehends and, if applicable, charge violators of the statutes with offenses appropriately substantiated through investigations.
6. Confers with prosecutors of the various counties relative to cases developed within the county as to proper and relevant charges to be placed against violators.
7. As required, testifies in court proceedings relative to investigations and/or other activities of the staff.

APPROVED 6/30/2020