MASSACHUSETTS GENERAL HOSPITAL

Job Title: Investigator
Job Code: 000978
Grade: FL
LSA Status: Exempt
Department: Police, Security and Outside Services
Reviewed By: C. Dybick

Position Reports To: Sr. Manager, Special Investigations
Date Description last revised: 10/08

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed.

Reporting to the Senior Manager of Special Investigations, receives direction, conducts inquiries and investigates all crimes and offenses occurring on or about Hospital property.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Indicate key areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation.

The incumbent must have the ability to conduct unbiased and fact-finding investigations into allegations of criminal activity or violations of hospital policies occurring on or about the property. At times, other Partners entities may request assistance with threat assessments, security surveys and other confidential investigations.

The Special Investigations Unit (SIU) provides services to victims of domestic or workplace violence to include: court escorts for restraining orders and other appearances, work and home security surveys, threat assessments, and personal safety planning. In order to provide such services, the investigator must provide motor vehicle escorts to and from various court proceedings and safety planning throughout the Commonwealth of Massachusetts. The investigator will have an MGH cruiser available upon request for such escorts or may utilize his/her own personal vehicle and will be reimbursed for mileage.

SIU conducts extensive background checks on all future department employees. The investigator must possess the ability to conduct those investigations in a timely and proficient manner and make recommendations to the hiring authority.

SIU works closely with the MGH Pharmacy, Nursing, Occupational Health and Human Resources in conducting comprehensive investigations into narcotics diversions. The duty of the investigator is to prevent, detect and investigate potential diversions.

Investigators participate in customized protection duties. The unit maintains the Threat Assessment team which is utilized during escorts.

Investigators act as liaisons for the department, employee and patient court appearances. Prepares officers for testifying, testifies when appropriate. Must have the ability to interact with outside law enforcement agencies.

SIU maintains and tracks crime trends and patterns of criminal activity; maintains up-to-date information and activities on gangs, animal rights activists and potential terrorist trends.
The incumbent must possess the ability to conduct electronic investigations and intervene in cases involving threats received by mail, voice mail, e-mail, phone, pager or through other means of electronic media.

Investigators often participate in presentations on workplace violence, domestic violence, internet crimes and safety seminars. The skills necessary to be an effective speaker are paramount to the success of each program.

**LICENSES, CERTIFICATIONS, and/or REGISTRATIONS (if applicable):** Specify minimum credentials and clearly indicate if preferred or required

- Must be a United States citizen in order to qualify for Special State Police License.
- CJIS certification required.
- Valid Commonwealth of Massachusetts drivers license required in order to transport victims or respond to emergencies. If at anytime during employment at MGH, there is a change in status, the investigator must notify his/her supervisor immediately.
- **Must possess the necessary qualifications to be licensed under Commonwealth of Massachusetts MGL C.22C S63.** Upon hire, failure to meet and maintain the necessary requirements at anytime will result in disciplinary action up to and including termination.

**EDUCATION:** Specify minimum education and clearly indicate if preferred or required

- Bachelors Degree required

**EXPERIENCE: Specify minimum creditable years of experience and clearly indicate if preferred or required**

- Minimum of five years of prior investigative experience including interviewing victims, witnesses, and suspects involved in criminal and civil cases preferred.
- Strong knowledge of the laws of the Commonwealth with the ability to enforce those laws during investigations and apprehension of offenders.
- Prior supervisory experience is preferred.

All questions and resumes should be directed to:

Investigative Manager Karen Leary
617-726-1474
KJLeary@partners.org