

# SUPERVISING SPECIAL INVESTIGATOR POSITION IN CONNECTICUT



The Connecticut Office of the State Medical Examiner (OCME) is seeking one full-time Supervising Special Investigator (ME) to work in our facility in Farmington, CT, starting after July 1, 2019. The hours of work are Monday through Friday, 7:00 am to 3:30 pm with required rotating weekend and holiday coverage.

Connecticut has charm, beauty, and a high quality of life. It is a place with mountains, forests, ocean fronts, rivers, and wonderful green countryside right at your doorstep. Connecticut is well above the US average in Income (highest average per capita in the US), Education (ranked #14 in U.S.), Health (#4 in U.S.) and Public Safety (#6 in U.S.). Connecticut is family friendly and has some of the country's best schools and educational systems. In Connecticut, you may enjoy the beauty of four seasons, as well as travel with ease to Boston or New York City by car or train or even nation and worldwide destinations from Bradley International Airport, located 20 minutes outside of Hartford. If you want to enjoy your quality of life, it is the right time for a move to Connecticut.

The OCME is a, free-standing, modern facility that is located in historic Farmington, CT on the Campus of the University of Connecticut Health Center and Medical School. The office is a state-wide medical examiner system charged with the investigation of sudden and unexpected deaths that by statute fall under our jurisdiction. Our agency operates 24/7/365 performing death investigations.

The OCME is a National Association of Medical Examiners (NAME) Accredited, centralized, state-wide medical examiner system performing approximately 2,800 postmortem examinations per year (approximately 1,900 scene investigations) which includes approximately 120 homicides. We have academic relationships with the Forensic Science program at the University of New Haven, as well as medical schools at Yale, UCONN, and Quinnipiac University and all of the state pathology residency programs.

The Investigations Unit of the OCME is comprised of 12 Special Investigators, 1 Lead Special Investigator and one Supervising Special Investigator. The Special Investigators work in shifts around the clock to investigate approximately 24,000 reports of deaths annually. The investigations range from telephone based inquiries into non-jurisdictional reports of death to scene visits across the state. The

special investigators work collaboratively with municipal and state police agencies, families and funeral homes offering comprehensive death investigations. In-house the special investigators work closely with the Medical Examiners to make further inquiries with families, police, doctor's offices and hospitals to acquire additional data for the investigations.

The Supervising Special Investigator oversees the day to day operations of the Investigations Unit, maintains staffing, evaluates performance, performs quality assurance and supports outreach activities, including administering the Death Investigation Internship Program. The Supervising Special Investigator, in addition to being a well-trained, ABMDI certified death investigator, should also possess strong supervisory abilities, interpersonal and analytical skills, and a solid grasp of relevant state law and regulations.

All members of the Investigations Unit are provided with a State Vehicle, with the ability to garage the vehicle at home. All Investigators are considered Level 1 employees, meaning reporting for duty is required despite inclement weather or other statewide emergency.

The Supervising Special Investigator will be required to maintain American Board of Medicolegal Death Investigation Certification, be available to respond to agency inquiries while off-site/off-hours, work weekends and holidays on a rotating basis and be well adapted to the disagreeable work conditions (odors, situations) and the physical requirement of moving and occasionally lifting deceased human remains.

**Examples of Duties of Supervising Special Investigator:**

- Direct, manage, and supervise the work activities of the Lead Investigator and twelve (12) Special Investigators which includes staff scheduling (investigations and telecommunications) and maintenance of adequate shift coverage for a 24/7/365 staff.
- Indirectly supervise Laboratory Assistants serving in the telecommunications area, via the Lead Investigator.
- Conduct death investigations, applying fund of knowledge and skill.
- Interview, Hire, Train and Evaluate new and existing staff in the technique of death investigation.
- Oversee, develop, and maintain investigation files and databases including unclaimed and unidentified remains.
- Coordinate identification efforts with police and families.
- Perform quality assurance for investigations response time, comprehensiveness, and report writing.
- Maintain relationships with Funeral Directors to facilitate cremation review process.
- Assist in the development and coordination of OCME response to Mass Fatality Incidents.
- Provide data for and attend various Mortality Review Meetings as they pertain to particular state agencies/subgroups (examples include Developmental Services, Department of Transportation, Suicide Awareness).
- Administer the Investigations Graduate Student Internship (for university credit) program, from application through to evaluation of interns.
- Assist in Statistical Reporting on Causes and Manners of Death.
- Assist with Accreditation report to the National Association of Medical Examiners (NAME).

**Knowledge, Skill and Ability:**

Considerable knowledge of investigatory methods and techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state laws and regulations; considerable interpersonal skills and supervisory abilities; considerable oral and written communication skills; considerable interviewing skills; ability to utilize computer software and photographic equipment.

**Who should apply?**

The Connecticut OCME is seeking enthusiastic, experienced medicolegal death investigators who desire to be a leader in a well-supported, statewide system.

***MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE***

Seven (7) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

***MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE***

Three (3) years of the General Experience must have been investigating complaints at the level of / equivalent to Special Investigator.

***MINIMUM QUALIFICATIONS – SUBSTITUTIONS ALLOWED***

1. College training in law enforcement, health care or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

***PREFERRED QUALIFICATIONS***

Preference will be given to applicants with the following:

- ABMDI (American Board of Medicolegal Death Investigation) certification
- Considerable knowledge of investigatory methods and techniques
- Supervisory ability
- Teaching/training ability
- Considerable knowledge of relevant state laws and regulations
- Interpersonal skills
- Oral and written communication skills
- Interviewing skills
- Ability to utilize computer software to compile data and run statistical reports
- Training in mass fatality incident response
- Working knowledge of medical terminology
- Ability to review medical records
- Photographic knowledge
- Analytical skills as they relate to the forensic investigation process

***SPECIAL REQUIREMENTS***

1. Incumbents in this class may be required to travel.
2. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license.

**Selection Plan**

All applicants must complete the application forms at the website below. All applicants must include a resume within the "Resume Tab" with their submission. Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

In addition to the checking of references and facts stated in the application, a thorough background investigation may be made before the candidate is certified for appointment.

Should you have questions pertaining to any phase of this recruitment, please contact the OCME human resources office: Rachel Fein, fein@ocme.org@ocme.org, (860) 679-3982.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on the link below to apply: [Position](#)