

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> BCI Special Agent	<u>SERIES NUMBER</u> 2613AG
	<u>MAJOR AGENCIES</u> Attorney General Only	<u>EFFECTIVE</u> 11/18/2012

SERIES PURPOSE
The purpose of the BCI Special Agent series is to conduct overt & covert criminal investigations.
At the lower level, incumbents conduct preliminary investigations of potential crimes.
At the middle level, incumbents conduct overt & covert criminal investigations.
At the highest level, incumbents manage BCI programs or special projects &/or supervise special agents & criminal investigations.

<u>JOB TITLE</u> BCI Investigator	<u>JOB CODE</u> 26130AG	<u>PAY GRADE</u> 30	<u>EFFECTIVE</u> 11/18/2012
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CLASS CONCEPT
The entry-level level class works under direct &/or indirect supervision & requires knowledge of office practices & procedures & federal, state & local laws & rules governing crimes &/or assists in overt & covert criminal investigations by collecting and receiving preliminary data concerning potential crimes.

<u>JOB TITLE</u> BCI Special Agent	<u>JOB CODE</u> 26131AG	<u>PAY GRADE</u> 32	<u>EFFECTIVE</u> 11/18/2012
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CLASS CONCEPT
The full performance level class works under general supervision & requires considerable knowledge of law enforcement in order to conduct overt & covert criminal investigations.

<u>JOB TITLE</u> BCI Special Agent Supervisor	<u>CLASS NUMBER</u> 26135AG	<u>PAY GRADE</u> 15	<u>EFFECTIVE</u> 11/18/2012
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CLASS CONCEPT
The supervisory level class works under general direction & requires thorough knowledge of criminal investigation in order to manage investigative programs &/or special projects &/or supervise BCI special agents conducting criminal investigations & other staff.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BCI Investigator	26130AG	046	11/18/2012	30

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts preliminary covert & overt investigations &/or receives incoming complaints of potential crime (e.g., narcotics, organized crime, theft, gambling, extortion, prostitution, homicide, robbery, vehicle theft, vandalism, burglary, rape, aggravated assault, arson & bombing, abduction, exploitation & abuse, environmental enforcement, financial or computer crimes), collects preliminary data & case materials by using technology, computer programs &/or other investigative techniques to identify suspects & assists with &/or performs preliminary tasks to identify potential crimes. Performs preliminary research of complaint (i.e., collects information from sources provided by local law enforcement agencies, BCI special agent &/or other complaint).

Addresses complaints received concerning allegations, suspects, victims & facilities on criminal matters &/or resolves complaints if appropriate & counsels or gives advice to assure complainant has appropriate information. Conveys & communicates acquired information to BCI special agents for further investigation; assists in preparing cases for grand jury &/or trial; testifies as required.

Communicates &/or correspondences with law enforcement agencies at federal, state & local levels; maintains records, data, documentation & reports regarding calls, correspondence, contacts & actions regarding cases or complaints. Performs related clerical tasks & follow-up reports (e.g., updates files; copies records; proofreads reports; maintains complaint files on computer or database; prepares statistical reports).

MAJOR WORKER CHARACTERISTICS

Knowledge of law enforcement, knowledge of office practices & procedures*; criminal investigations; agency, state, &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedure; computer science*; written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication; interviewing and public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify information about people, places or things; handle sensitive inquiries from & contact with officials & general public; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public* and cooperate with co-workers on group projects.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of bachelor's degree in criminal justice or criminology or other field commensurate with area to be assigned per approved Position Description on file **AND** OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military) **AND** valid driver's license

-Or completion of associate degree in criminal justice or criminology or other field commensurate with area to be assigned per approved Position Description on file **AND** 2 yrs. experience in investigations with a law enforcement agency or equivalent military law enforcement experience **AND** OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military) **AND** valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Formal training conducted by BCI; must maintain OPOTC peace officer certification. If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probation period. If possessing equivalent Peace Officer certification (e.g. another state, another government agency, military) upon hire, must obtain OPOTC Peace Officer certification during probation period.

UNUSUAL WORKING CONDITIONS

May be exposed to dangerous &/or violent &/or sensitive situations; may be exposed to inclement weather; may require overnight travel &/or working prolonged hours.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BCI Special Agent	26131AG	046	11/18/2012	32

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Serves as case agent assuming responsibility for conducting overt &/or covert criminal investigations (e.g., narcotics, organized crime, theft, gambling, extortion, prostitution, homicide, robbery, vehicle theft, vandalism, burglary, rape, aggravated assault, arson & bombing, environmental enforcement, financial or computer crimes). Performs various tasks in the field (e.g., crime scene processing; subject, victim & witness interviewing; develops informants & confidential sources; conducts raids, searches & surveillances; performs background investigations; makes arrests); gathers, evaluates & forwards criminal intelligence information; completes & submits investigative reports for criminal &/or administrative actions; serves as liaison to & works in cooperation with local, state, federal & other law enforcement/investigatory agencies; provides courtroom evidence; confers with prosecuting attorneys; testifies in court; delivers speeches or presentations to specialized audiences &/or general public.

MAJOR WORKER CHARACTERISTICS

Knowledge of law enforcement; criminal investigations; agency, state, &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation*; case preparation; criminal evidence & procedure; behavioral or social science (i.e., psychology, sociology, criminology); physical or biological science (e.g., biology, chemistry, physics)*; computer science*; written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication; interviewing and public relations. Skill in use & operation of firearms (e.g., 40 caliber semi-automatic, shotgun); two-way radio; recording devices and camera*. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare meaningful, concise & accurate reports; gather, collate & classify information about people, places or things; handle sensitive inquiries from & contact with officials & general public; deal with problems involving several variables in familiar context; prepare & deliver speeches before specialized audiences & general public* and cooperate with co-workers on group projects.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of bachelor's degree in criminal justice, social sciences (e.g., criminology, sociology, psychology), or other field commensurate with area to be assigned per approved Position Description on file **AND** 2 yrs. experience in investigations with a law enforcement agency **AND** valid driver's license **OR** 2 yrs. Exp. as a BCI Investigator, Class No. 26130AG **AND** OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military) **AND** valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Formal training conducted by BCI; must qualify twice per year in use of firearms (e.g., 40 caliber semi-automatic, shotgun); must maintain OPOTC peace officer certification. If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probation period. If possessing equivalent Peace Officer certification (e.g. another state, another government agency, military) upon hire, must obtain OPOTC Peace Officer certification during probation period.

UNUSUAL WORKING CONDITIONS

May be exposed to caustic chemicals, explosives, odors, firearms, drugs, decomposing tissue & physiological fluids & contagious or communicable diseases. Works outside exposed to weather elements. May be exposed to physical violence. May require overnight travel &/or working prolonged hours.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BCI Special Agent Supervisor	26135AG	047	11/18/2012	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages BCI programs &/or special projects (e.g., background checks process, internal investigations) OR coordinates operations & provides overall direction & supervision of investigations & supervises special agents who investigate crimes (e.g., narcotics, organized crime, theft, gambling, extortion, prostitution, homicide, robbery, vehicle theft, vandalism, burglary, rape, aggravated assault, arson & bombing, environmental enforcement, financial or computer crimes); reviews & evaluates investigation reports & case files to ensure completeness & to gather statistics for inclusion in detailed monthly & annual reports submitted on all investigations & activities; reviews statistical reports for study of crime trends in order to make best use of available personnel.

Reviews, evaluates & forwards all criminal intelligence data submitted by special agents as well as by outside law enforcement agencies (e.g., city, county, state, federal) for purpose of target selection, case development, strategic & tactical planning; recommends & enforces policy changes primarily involving bureau procedures & standard operating manual when necessary; approves confidential fund expenditures up to limits established by policy approves undercover drug purchases; approves search warrant executions; assesses & directs manpower requirements for specific &/or special investigations; monitors & maintains electronic equipment & initiates repairs; initiates purchase orders.

Serves as liaison to all levels of law enforcement community (e.g., local, county, state & federal entities) & acts as coordinator in investigations involved in numerous jurisdictions; delivers speeches to both public & private sectors about functions of Attorney General's Office & investigations being performed by lower-level agents (e.g., status of cases specific charges filed against individuals, completion date of investigation, preparation for grand jury &/or any subsequent trials); instructs in basic & advanced policy training for special agents (e.g., training for new agents, in-service training), assigns agents to teach in basic or advanced police schools & participates in all levels of police training; plans & coordinates periodic training for subordinates; attends task force intelligence & law enforcement executive meetings; performs public speaking & makes presentations on various law enforcement topics; develops goals & objectives; creates &/or oversees creation of reports as mandated by C.A.L.E.A. &/or BCI division directives, policies, &/or standards.

Interprets criminal laws; informs subordinates of case law & court decisions as related to law enforcement & investigative activity; assists supervisor &/or division chief in formulation & implementation of policy; maintains proficiency in firearms & self-defense; interviews job applicants & makes recommendations for selection & background check process; assists with internal affairs investigations & responds to highly sensitive inquiries as requested.

MAJOR WORKER CHARACTERISTICS

Knowledge of law enforcement; criminal investigation; agency*, state &/or federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; case preparation; criminal evidence & procedures; behavioral or social science (e.g., psychology, sociology, criminology); physical or biological science (e.g., biology, chemistry, physics, forensics); computer science; interviewing; public relations; employee training & development; supervisory principles/techniques; management*; written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication (e.g., speech). Skill in use & operation of firearms (e.g., 40 caliber semi-automatic, shotgun), metal detector, two-way radio, recording devices & camera. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate records; interpret extensive variety of technical material in books, manuals & journals; maintain accurate records; handle sensitive inquiries from & contact with officials & general public.

(* Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of bachelor's degree in criminal justice, social sciences (e.g., criminology, sociology, psychology), or other field commensurate with program area to be assigned per approved Position Description on file **AND** 6 yrs. experience in investigations with a law enforcement agency, including 12 mos. exp. as BCI Special Agent **AND** OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military) **AND** valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must qualify twice per year in use of firearms (e.g., .40 caliber semi-automatic, shotgun). If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probation period. If possessing equivalent Peace Officer certification (e.g. another state, another government agency, military) upon hire, must obtain OPOTC Peace Officer certification during probation period.

UNUSUAL WORKING CONDITIONS

May be exposed to caustic chemicals, explosives, odors, firearms, drugs, decomposing tissue & physiological fluids & contagious or communicable diseases. Works outside exposed to weather elements. May be exposed to physical violence. Requires travel which may include overnight travel & working prolonged hours. May be exposed to gunfire.