

**STATE OF OHIO (DAS)  
CLASSIFICATION  
SPECIFICATION**

**CLASSIFICATION SERIES:**

Enforcement Agent

**SERIES NO.:**

2351

**MAJOR AGENCIES:**

Public Safety Only

**EFFECTIVE DATE:**

04/26/2009

**SERIES PURPOSE:**

The purpose of the enforcement agent occupation is to enforce Ohio liquor control, food stamp laws and tobacco laws and regulations and conduct investigations (e.g., alcohol enforcement crimes, drug trafficking, gambling, organized crime gambling (RICO crimes [racketeer influenced corrupt organizations], prostitution and underage tobacco sales) of complaints received.

At the first level, incumbents independently conduct investigations.

At the supervisory/managerial levels, incumbents supervise enforcement agents and/or administrative staff and/or evidence and crime lab staff, issue and monitor case assignments and provide training to new employees and manage and administer division activities.

At the managerial levels, incumbents oversee multiple enforcement districts/divisions and supervise enforcement personnel.

**JOB TITLE**

Enforcement Agent

**JOB CODE**

23511

**PAY GRADE**

11

**EFFECTIVE**

03/15/2009

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of Title 29 of Ohio Revised Code; Ohio liquor control, food stamp & tobacco laws & investigative techniques & procedures in order to conduct covert & overt field investigations of illegal sales operations, food stamp fraud, & permit holders in violation of liquor control, food stamp & tobacco laws.

**JOB TITLE**

Enforcement Assistant Agent-In-Charge

**JOB CODE**

23515

**PAY GRADE**

13

**EFFECTIVE**

04/26/2009

**CLASS CONCEPT:**

The first supervisory class works under direction & requires thorough knowledge of investigative techniques & procedures & Ohio liquor control, food stamp & tobacco laws in order to assist in coordination of enforcement investigations & supervise enforcement agents &/or administrative staff; or oversee operations of crime lab & evidence facility & supervise evidence & crime lab staff; or coordinate & manage all in-service training programs for investigative unit & develop unit policies & procedures & supervise assigned staff.

**JOB TITLE**

Enforcement Agent-In-Charge

**JOB CODE**

23516

**PAY GRADE**

14

**EFFECTIVE**

04/26/2009

**CLASS CONCEPT:**

The second supervisory level class works under general direction & requires thorough knowledge of investigative techniques & procedures & Ohio liquor control, food stamp & tobacco laws in order to oversee & coordinate day to day enforcement investigations & /or supervise lower-level supervisors in one assigned district; or to develop & coordinate policy & procedures of administration section & supervise all lower-level personnel classified as enforcement assistant agent-in-charge & office support personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Enforcement Assistant Deputy Director	23517	15	04/26/2009

**CLASS CONCEPT:**

The management level class works under general direction & requires thorough knowledge of Ohio liquor control, tobacco & food stamp laws & supervisory techniques in order to manage activities of multiple enforcement districts/divisions & supervise district supervisors; or manage laboratory, warehouse, training operations, supervise enforcement personnel & recommend changes to division policy.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Enforcement Administrator	23518	15	01/09/2005

**CLASS CONCEPT:**

The management level class works under direction & requires thorough knowledge of Ohio liquor control, tobacco & food stamp laws & management principles & procedures in order to manage & administer investigations into criminal activities & regulatory violations of liquor control & food stamp laws & investigations of agency internal matters carried out by enforcement division & supervise enforcement assistant deputy director, supervisory & clerical personnel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Enforcement Agent	23511	02	03/15/2009	11

**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 covert & overt field investigations of illegal sales operations, food stamp fraud, & permit holders in violation of liquor control, food stamp & tobacco laws using state vehicle.

Conducts surveillance (i.e., audio, video, visual & photographic); issues citations or makes arrests; submits report of investigation to director with recommendations for correcting problems; collects & safeguards evidence & interviews witnesses.

Prepares & submits detailed reports on progress &/or results of investigations, research & intelligence information; testifies in courts of law & before liquor control commission; establishes & maintains positive working relationship with other law enforcement agencies & works cooperatively on joint investigations.

Provides field training & guidance to probationary enforcement agents & educates public, law enforcement officers & government personnel on liquor control, tobacco & food stamp laws & procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of Ohio liquor control laws\*; Ohio food stamp laws\*; Ohio tobacco laws\*; investigative techniques & procedures; interviewing\*; rules of evidence\*; search & seizure laws\*; laws of arrest\*; public relations. Skill in use of firearms\*; operation of cameras, electronic surveillance & computer equipment\*. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify data; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High school diploma or GED; valid driver's license; successful completion of department required physical agility standards including vision & hearing testing & background check.

The final applicant accepted for this position will be required to submit to urinalysis to test for illegal drug use. An applicant with a positive test result will not be offered employment, per Section 3719.01 & 3719.41 of Ohio Revised Code. Must be 21 years of age, Ohio resident & United States citizen at time of appointment. Probationary period is one year.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must successfully complete basic peace officer training during probationary period. Effective 1/1/89 all new hires must successfully complete basic peace officer training before carrying firearms & making arrests. Must qualify semi-annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense. Must recertify in CPR annually & every 3 yrs. in multi-media first aid training.

**UNUSUAL WORKING CONDITIONS:**

Requires overnight travel. Exposed to physical harm. Search warrants conducted on hazardous premises such as homes, bars & trash dumpsters. Investigations occur in high crime areas. May be exposed to communicable diseases. Subject to automatic relocation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Enforcement Assistant Agent-In-Charge	23515	EX	04/26/2009	13

**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.)**

Assists in coordination of enforcement investigations & supervises enforcement agents &/or administrative staff;

OR

Coordinates & manages all in-service training programs for investigative unit & develops unit policies & procedures & supervises.

Provides technical guidance; reviews reports for accuracy; maintains files; makes assignments of investigations; advises supervisor on action to be taken based on results of investigations & assumes duties of immediate supervisor in his/her absence.

Conducts field, background & confidential investigations; maintains surveillance & makes arrests, prepares & submits investigation reports; appears & testifies before local courts & Liquor Control Commission; receives complaints, questions of law & inquiries from general public & other law enforcement agencies & ensures timely follow-up on same.

Acts as liaison & cooperates with local, state & federal enforcement agencies; maintains public relations with civic, religious, educational & special interests groups; prepares & delivers lectures & conducts in-service training sessions for new hires; conducts internal investigations.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; bookkeeping; inventory control; supervisory principles/techniques\*; employee training & development\*; investigative techniques & procedures; Ohio liquor control laws, tobacco & food stamp laws; agency rules, regulations & procedures applicable to violations under investigation\*; rules of evidence; search & seizure laws; laws of arrest; safety practices; public relations; interviewing & business. Skill in use of firearms; operation of camera & electronic surveillance equipment & personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; review, edit & evaluate investigative & citation reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

4 yrs. exp. as Enforcement Agent, 23511.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must qualify semi-annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense. Must recertify in CPR annually & every 3 yrs. in multi-media first aid training.

**UNUSUAL WORKING CONDITIONS:**

Probationary period is 12 mos.; requires overnight travel. Exposed to physical harm. Search warrants conducted on hazardous premises such as homes, bars & trash dumpsters. Investigations occur in high crime areas. May be exposed to communicable diseases. Subject to automatic relocation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Enforcement Agent-In-Charge	23516	EX	04/26/2009	14

**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.)**

In one assigned district, oversees & coordinates day to day enforcement investigations &/or supervises lower-level supervisors;

OR

Develop & coordinate policy & procedures of administration section & supervises all lower-level personnel classified as enforcement assistant agent-in-charge & office support personnel.

Provides technical assistance concerning investigations & administrative functions, reviews reports, oversees maintenance of files & initiates all prosecution proceedings of liquor control, tobacco & food stamp law violations; acts as liaison to local, state & federal law enforcement agencies, citizen groups, church groups, permit holder organizations & schools; lectures to neighborhood, church & school groups on use & effects of tobacco & alcohol & penalties for violations while intoxicated; initiates & responds to complaints & all official correspondence pertaining to liquor control laws & regulations or internal affairs of department; liaisons with other departmental units on matters related to issuance of permits.

Directs most difficult & sensitive confidential investigations; coordinates investigations; conducted in conjunction with other law enforcement agencies.

Plans, develops & conducts liquor control &/or food stamp &/or tobacco law enforcement training sessions for instruction of local police personnel; instructs in firearm training & in-service training schools for enforcement agents.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; bookkeeping; inventory control; management; supervisory principles/techniques; employee training & development; investigative techniques & procedures; Ohio liquor control, food stamp & tobacco laws; rules of evidence; search & seizure laws; laws of arrest; safety practices; public relations; interviewing & business. Skill in use of firearms; operation of camera; electronic surveillance equipment & personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; review, edit & evaluate investigative & citation reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

24 mos. exp. as Enforcement Assistant Agent-In-Charge, 23515 & completion of a specialized police management training course (e.g., Southern Police Institute [SPI], Certified Law Enforcement Executive [CLEE], Northwestern University Traffic Institute [NUTI], Police Executive Leadership College [PELC] ).

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must qualify semi-annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense. Must recertify in CPR annually & every 3 yrs. in multi-media first aid training.

**UNUSUAL WORKING CONDITIONS:**

Probationary period is 12 mos.; requires overnight travel. Exposed to physical harm. Search warrants conducted on hazardous premises such as homes, bars & trash dumpsters. Investigations occur in high crime areas. May be exposed to communicable diseases. Subject to automatic relocation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Enforcement Assistant Deputy Director	23517	EX	04/26/2009	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 activities of multiple enforcement districts/divisions & supervises district supervisors;

OR

Manages laboratory, warehouse & training operations & supervises enforcement personnel.

Recommends changes to division policy; makes work assignments; assists in planning enforcement strategies (e.g., raids); provides technical assistance to enforcement agents; reviews all reports & maintains files on personnel & enforcement activities; manages & oversees all federal enforcement grants, fiscal accounts, payroll & purchasing; maintains & oversees all internal administrative investigations.

Provides training for new enforcement agents; develops training courses; instructs at law enforcement schools for other law enforcement agencies; communicates with general public; directs most difficult & sensitive confidential investigations; coordinates investigations conducted in conjunction with other law enforcement agencies.

Conducts field, background & confidential investigations; maintains surveillance (e.g., audio; video; visual &/or photographic); makes arrests; compiles & analyzes all investigation reports in preparation for prosecution; testifies before local court, Liquor Control Commission, Ohio State Senate & House Of Representatives on personnel issues, financial issues & other special reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; bookkeeping; inventory control; accounting; management; labor relations; workforce planning; employee training & development; supervisory principles/techniques; investigative techniques & procedures; Ohio liquor control, tobacco & food stamp laws; agency rules, regulations & procedures applicable to violations under investigation; rules of evidence; search & seizure laws; laws of arrest; safety practices; public relations; human relations; office management\*; interviewing & business. Skill in use of firearms; operation of camera & electronic surveillance equipment & personal computer\*. Ability to define problems, collect data, establish facts & draw valid conclusions; review, edit & evaluate investigative & citation reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

36 mos. exp. as Enforcement Assistant Agent-In-Charge, 23515.

-Or 24 mos. exp. as Enforcement Agent-In-Charge, 23516.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must qualify semi-annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self defense tactics. Requires annual recertification in CPR & every 3 yrs. in multi-media first aid training.

**UNUSUAL WORKING CONDITIONS:**

Probationary period is 12 mos., requires overnight travel. Exposed to physical harm. Search warrants conducted on hazardous premises such as homes, bars & trash dumpsters. Investigations occur in high crime areas. May be exposed to communicable diseases. Subject to automatic relocation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Enforcement Administrator	23518	EX	01/09/2005	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 & administers investigations into criminal activities & regulatory violations of liquor control, tobacco & food stamp laws & investigations of agency internal matters carried out by enforcement division & supervises enforcement assistant deputy director, & supervisory & clerical personnel.

Formulates & implements policy & policy directives for statewide enforcement of liquor control, tobacco & food stamp laws; assists in development of long range plans; prepares annual, routine & special reports on division activities; maintains confidential files on internal matters & oversees files of case histories; initiates prosecution of violators or suspension or revocation proceedings before Liquor Control Commission.

Liaisons for director with other law enforcement agencies (e.g., F.B.I.; I.R.S.; B.C.I. & I.; local police & sheriff departments), represents director at meetings & presents department's position on liquor control & food stamp enforcement matters to public & local officials; conducts sensitive investigations at director's request.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervisory principles/techniques; investigative techniques & procedures; agency rules, regulations & procedures applicable to violations under investigations; Ohio liquor control, tobacco & food stamp laws; rules of evidence; search & seizure laws; laws of arrest; public relations. Skill in use of firearms; operation of camera & electronic surveillance equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; review, edit & evaluate investigative & citation reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Enforcement Assistant Deputy Director, 23517.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Must qualify semi-annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self defense tactics. Requires annual recertification in CPR & every 3 yrs. in multi-media first aid training.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to physical harm; may require overnight travel. Probationary period is 12 mos.