

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: BCI Children's Protection Special Agent	SERIES NO.: 2612
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the BCI Children's Protection Special Agent occupation is to conduct investigations for crimes against children and investigations to locate missing children.

CLASS TITLE:

BCI Children's Protection Special Agent

CLASS NUMBER:

26121

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

11/07/1994

CLASS CONCEPT:

The full performance level class works under general supervision and requires considerable knowledge of investigation in order to conduct criminal felony and misdemeanor investigations for crimes against children (e.g., abduction, exploitation, abuse) and to conduct investigations to locate missing children.

CLASS TITLE: BCI Children's Protection Special Agent	CLASS NO.: 26121	BARG. UNITS: 046
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

11/07/1994

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 in conducting overt and covert criminal felony and misdemeanor investigations for crimes against children (e.g., abduction, exploitation, and abuse) and investigations to locate missing children (e.g., runaways); assumes total case responsibility for collection and preservation of evidence; locates and interviews witnesses, suspects and others; prepares and submits investigative reports for administrative or court actions; assists law enforcement officials in making arrests; takes confessions; reviews reports of assisting agents; checks technical evidence for court submission; confers with prosecuting attorneys and testifies in court; collects, evaluates, and forwards criminal intelligence information.

Establishes procedures and guidelines concerning the recovery of missing, exploited, endangered and runaway children; attends case management meetings; works on special projects; provides backup services to the Rapid Response Team.

Serves as liaison to and works in cooperation with all levels of law enforcement agencies, universities, communities and surroundings; serves as liaison between BCI and Children's Protection; assists in educational efforts to ensure child safety; delivers speeches; conducts training sessions regarding children's protection; operates computer to input case information.

Attends training sessions; remains abreast of current information in the field of law enforcement and investigation relating to criminal felony and misdemeanor investigations for all crimes involving the recovery of missing children, exploited and endangered children, and runaway children; maintains skill in firearms and self defense.

MAJOR WORKER CHARACTERISTICS:

Knowledge of investigations involving missing, exploited and abused children including situations involving kidnapping, stranger abduction, non-custodial parent abduction, runaways, incest, and child pornography; federal, state and local statutes and ordinances involving missing, exploited, and abused children; public relations; interviewing. Skill in use of firearms and in self defense; use of computer. Ability to maintain positive and effective working relationships with law enforcement and children services; handle sensitive contacts with child victims and families of missing, exploited, and abused children; deliver speeches and presentations; define problems, collect data, establish facts and draw valid conclusions.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

4 years criminal investigative experience including 2 years experience investigating and developing leads in cases involving missing, exploited and/or abused children including situations involving kidnapping, stranger abduction, non-custodial parent abduction, runaways, incest and child pornography; 2 years experience or training in sociology or psychology to include child and adult psychology, sociology of criminal behavior, deviancy and related subjects; 2 years experience in finding witnesses and missing children; 3 years experience in interviewing witnesses, victims, and their families and other related groups; 1 year experience in training others; 1 year experience in oral and written communication; 1 year experience in computer operation; 1 year experience or certification in use of firearms.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Certification by the Missing Children's Clearinghouse; must qualify twice per year in use of firearms by scoring 80% or better.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous and violent situations; may be exposed to inclement weather; requires travel and occasional overnight travel.