

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

**CLASSIFICATION SERIES**

BCI & I Special Agent

**SERIES NUMBER**

26131AG

**MAJOR AGENCIES**

Attorney General Only

**EFFECTIVE**

09/18/2008

**SERIES PURPOSE**

The purpose of the Special Agent (BCI & I) occupation is to conduct both overt & covert criminal felony investigations.

**JOB TITLE**

BCI & I Special Agent

**JOB CODE**

26131AG

**PAY GRADE**

32

**EFFECTIVE**

09/18/2008

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of criminal investigation in order to conduct overt, covert & crime scene investigations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
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**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 both overt & covert criminal investigations in narcotics & organized crime, theft, gambling, extortion, prostitution or independently investigates homicides, robberies, vehicles thefts, vandalism, burglaries, rape, aggravated assaults, arsons & bombings, environmental enforcement cases, financial investigation cases or cases involving specialized investigations or services (e.g., banks, alarm systems, shopping centers). Performs various services in the field (e.g., latent print processing, crime scene photography, blood testing, gunshot residue collections, tool mark interpretation, collects samples of paint, glass, fibers, footprint, hair, tire print & documents; develops informants, purchases illegal drugs, meets & debriefs confidential sources who provide assistance in infiltrating the drug culture, identi-kit, composites, field interviews of suspects, raids, surveillances, & background investigations of BCI applicants), or assists in conducting theft cases; responsible for collection, preservation & delivery of evidence. Submits investigative reports for administrative or court actions, assists in making arrests, takes confessions, reviews reports of assisting agents, checks evidence for court submission, confers with prosecuting attorneys and testifies in court.

Works in cooperation with local, state, federal & other levels of law enforcement agencies (tasks forces) & relays information to supervisor; participates in firearms qualifications, attends various training classes (e.g., homicide, crime scene search investigations, rape investigations, controlled drugs, gambling & environmental investigations, evidence collections, firearms & self-defense). Delivers speeches to groups on crime awareness & prevention; collects, evaluates & forwards criminal intelligence information.

Serves as liaison to all other levels of law enforcement to agencies, universities, communities & surroundings.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of 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., chemistry, physics), written communication (e.g., English composition & grammar, technical writing, business communication), oral communication (e.g., speech), interviewing, public relations; skill in employee training & development; use & operation of pistol (e.g., 40 caliber semi-automatic), shotgun, metal detector, two-way radio, tape recorder, 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, cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Completion of 4 yr. degree; 3 yrs. full time work experience; valid Ohio drivers license.

-Or 6 yrs law enforcement experience or equivalent military experience.

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

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

Formal training course conducted by BCI personnel in cooperation with Ohio Peace Officers Training Academy; must qualify twice per year in use of firearms (e.g., 40 caliber pistol) by scoring 80% or better; OPOTA certification required within eighteen (18) months of employment or dismissal from employment will result.

**UNUSUAL WORKING CONDITIONS**

Will be required at times to work outside exposed to various weather conditions; may be exposed to physical violence; requires travel.