

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

Surveillance Equipment Coordinator

SERIES NO.:

2619

MAJOR AGENCIES:

Attorney General only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the surveillance occupation is to support task force personnel in their investigation of organized crime.

At the lower level, incumbents coordinate statewide installation of technical surveillance equipment issued to task force personnel & train personnel in proper usage.

At the higher level, incumbents oversee assigned task force personnel, supervise special state investigators & coordinate statewide task force activities.

This class is restricted to use by Office of Attorney General & Ohio Organized Crime Investigations Commission only.

CLASS TITLE

Surveillance Equipment Coordinator

CLASS NUMBER

26191

PAY RANGE

09

EFFECTIVE

06/26/1994

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of technical surveillance & trap & trace equipment in order to coordinate statewide installation of technical surveillance equipment issued by organized crime commission to task force personnel & train personnel in proper usage.

CLASS TITLE

Task Force Project Supervisor

CLASS NUMBER

26195

PAY RANGE

12

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of organized crime investigations & techniques in order to oversee activities of assigned task force personnel, supervise special state investigators & coordinate statewide task force activities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Surveillance Equipment Coordinator	26191	EX	06/26/1994	09

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.)

Coordinates statewide installation of technical surveillance equipment (e.g., television cameras, night vision devices, electronic tracking equipment, audio monitoring equipment, electronic alarm systems, two-way radio equipment, telephone equipment) issued by organized crime commission to task force personnel (e.g., county sheriffs, city police officers, state special investigators), independently installs, maintains & services technical surveillance equipment, determines adequacy of surveillance equipment for task force personnel & trains personnel in proper usage.

Liaisons with telephone companies to install surveillance equipment for court ordered wiretaps & pen registers; meets with vendors to purchase surveillance equipment; prepares & reviews equipment contracts & bid specifications for organized crime commission; prepares & maintains equipment documentation for organized crime commission.

MAJOR WORKER CHARACTERISTICS:

Knowledge of rules & regulations of department (i.e., Revised Code 177.01) & Federal Communications Commission governing installation, operation, repair & maintenance of technical surveillance & trap & trace equipment used in court ordered wire taps & pen registers; still photo equipment; electronics or electrical engineering; employee training & development*; law enforcement*. Skill in installation, operation & repair of technical surveillance equipment; operation of motor vehicle. Ability to interpret technical material in books, journals & manuals; maintain accurate records; handle sensitive contacts with officials of governmental agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate major core coursework in electronics or electrical engineering or 12 mos. trg. or 12 mos. exp. in electronics or electrical engineering; 12 mos. trg. or 12 mos. exp. in installation, operation, repair & maintenance of technical surveillance & trap & trace equipment used in court ordered wire taps & pen registers; 3 mos. trg. or 3 mos. exp. in use of still photo equipment; must provide own transportation.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Exposed to inclement weather, high voltage; may be required to work non-standard hours & travel throughout State of Ohio.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Task Force Project Supervisor	26195	EX	01/09/2005	12

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.)

Oversees activities of assigned task force personnel (e.g., county sheriffs, city police officers) & supervises state special investigators of organized crime commission, interviews, trains & evaluates & assigns work to support staff, mediates problems between task force members, advises executive director &/or commission on task force activities & coordinates statewide task force activities (e.g., sets up & breaks down physical plan & logistics for each task force statewide; obtains & assigns vehicles, communication, photographic &/or any other operational equipment; briefs task force personnel on standard operating procedures & methods for handling confidential & petty cash funds; acts as liaison with executive director in obtaining additional confidential funds for daily operations & special situations, renting property, hooking up utilities & obtains support to execute court authorized wiretaps & pen registers).

Prepares, analyzes & evaluates task force proposals (e.g., assists executive director in evaluating quality of task force procedures; provides technical advice to task force members on special projects).

MAJOR WORKER CHARACTERISTICS:

Knowledge of rules & regulations of department organized crime commission, Federal Communications Commission governing criminal investigations & techniques (i.e., Revised Code 177.01) & law enforcement; interagency police liaison work; employee training & development; supervisory principles & techniques*. Skill in operation of motor vehicle. Ability to interpret technical material in books, journals & manuals; monitor retention of confidential records; handle sensitive contacts with managerial officials of governmental agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

5 yrs. law enforcement experience which involved minimum of 2 yrs. investigative & interagency police liaison work; 12 mos. trg. or 12 mos. exp. in employee training & development, law enforcement administration or supervisory principles & techniques or as lead worker; must provide own transportation.

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

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be required to work non-standard hours & travel throughout State of Ohio.