

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

CLASSIFICATION SERIES:

Enforcement Agent

SERIES NO.:

2351

MAJOR AGENCIES:

Public Safety Only

EFFECTIVE DATE:

03/15/2020

SERIES PURPOSE:

The purpose of the enforcement agent occupation is to enforce Ohio liquor control, Supplemental Nutrition Assistance Program (SNAP) 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 issue and monitor case assignments and provide training to new employees and manage and administer enforcement activities.

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

At the highest level, incumbent will plan, manage, direct, &/or coordinate statewide activities of unit and supervise enforcement commanders &/or other 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

03/15/2020

CLASS CONCEPT:

The first supervisory class works under direction & requires thorough knowledge of investigative techniques & procedures & Ohio liquor control, Supplemental Nutrition Assistance Program (SNAP) & tobacco laws in order to assist in coordination of enforcement investigations, oversee proper storage & documentation of case evidence & property & supervise enforcement agents &/or administrative 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

03/15/2020

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of investigative techniques & procedures & Ohio liquor control, Supplemental Nutrition Assistance Program (SNAP) & 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 Commander	23517	15	03/15/2020

CLASS CONCEPT:

The management level class works under general direction & requires thorough knowledge of Ohio liquor control, tobacco & Supplemental Nutrition Assistance Program (SNAP) laws & supervisory techniques in order to manage activities of multiple enforcement districts & supervise district supervisors; or manage statewide SNAP Fraud Enforcement Unit, supervise enforcement personnel & recommend changes to policy.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Senior Enforcement Commander	23518	16	03/15/2020

CLASS CONCEPT:

The senior management level class works under administrative direction & requires extensive knowledge of Ohio liquor control, tobacco & Supplemental Nutrition Assistance Program (SNAP) laws & management & investigative principles, procedures & techniques in order to coordinate & direct the statewide operations & activities carried out by enforcement personnel & manage enforcement commanders &/or other enforcement staff.

<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	03/15/2020	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, oversee proper storage & documentation of case evidence & property & supervises enforcement agents &/or administrative staff;

OR

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

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; assumes responsibility in absence of Enforcement Agent-In-Charge.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; inventory control; supervisory principles/techniques*; employee training & development*; investigative techniques & procedures; Ohio liquor control laws, tobacco & Supplemental Nutrition Assistance Program (SNAP) 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.

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

Must qualify annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense. Must maintain CPR certification.

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 Agent-In-Charge	23516	EX	03/15/2020	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 & Supplemental Nutrition Assistance Program (SNAP) 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; makes arrests.

Plans, develops & conducts liquor control &/or (SNAP) &/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, Supplemental Nutrition Assistance Program (SNAP) & 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]).

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

Must qualify annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense. Must maintain CPR certification.

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 Commander	23517	EX	03/15/2020	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 & supervises district supervisors;

OR

Manages statewide Supplemental Nutrition Assistance Program (SNAP) Fraud Enforcement Unit & supervises enforcement personnel.

Recommends changes to 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; conducts audits, inspections & ensures compliance of policies & procedures by District Offices.

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 & Supplemental Nutrition Assistance Program (SNAP) 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 12 mos. exp. as Enforcement Agent-In-Charge, 23516.

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

Must qualify annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense tactics. Must maintain CPR certification.

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>
Senior Enforcement Commander	23518	EX	03/15/2020	16

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 & directs the statewide operations & activities of the Ohio Investigative Unit for the Ohio Department of Public Safety (ODPS), reviews & approves investigative unit program policies & procedures (e.g., administrative liquor laws; law enforcement; Supplemental Nutrition Assistance Program (SNAP) enforcement; administrative inspections of liquor permitted premises; criminal investigations; special enforcement initiated operations) & training programs (e.g., Alcohol Server Knowledge Program (ASK), Sober Truth, victim-witness assistance, juvenile operations), supervises enforcement commanders &/or other enforcement staff; Oversees the development of training for various liquor control, tobacco & SNAP investigative procedures; Meets with other divisions or agencies to coordinate & direct investigative or criminal prosecution activities; Prepares long range plans to include budget, equipment & personnel needs (e.g., attends quarterly meetings, submits request to Controlling Board for appropriations &/or additional funding; prepares & submits to director recommendations &/or proposals for the purchase of new & replacement equipment (i.e. surveillance equipment uniforms, vehicles, etc.) & repair estimates); Reviews specific cases for final disposition, resolves special issues & makes independent decisions regarding investigative & enforcement activities; Monitors investigative services for continued quality & conformance with division policy.

Serves as agency designee to establish & maintain relationship with high ranking public officials, law enforcement agencies & general public (e.g., Chiefs of Police, Sheriff's Office, Buckeye State Sheriffs' Association, Ohio Association of Chiefs of Police (OACP), FDA, FBI, DEA, ATF, IRS, BCI, U.S. Secret Service, Immigration & Naturalization Services, Ohio Department of Commerce/Division of Liquor Control, Ohio Liquor Control Commission, ODJFS, ODH, ODMH) & to represent agency on various taskforces &/or committees; Represents director at meetings & presents department's position on complex &/or specialized investigations pertaining to liquor control, tobacco, &/or SNAP enforcement to public & local officials; Provides information on investigative policies & procedures to public & other department personnel; Oversees &/or coordinates the most difficult & sensitive confidential investigations &/or investigations requested by the director & makes arrests.

Approves & oversees the maintenance of highly confidential records & reports (e.g. case investigations, trace-back investigations, administrative investigations, fraud investigations (i.e., SNAP, identity theft), human trafficking investigations, tobacco investigations) on enforcement activities affecting various state, federal & law enforcement agencies listed above (e.g., ODJFS, ODH, ODMH, Ohio Liquor Control Commission, FBI, DEA, FDA, OACP, Sheriff's Office); Reviews case files to ensure compliance with policies & procedures; Testifies at Liquor Control Commission hearings & determines if administrative sanctions should be imposed; Reviews & approves routine & special reports & submits to director.

Oversees the management & administration of multiple grants totaling over a million dollars for enforcement &/or training programs (e.g., ensures proper use of grants received, spending of grant monies, performs audits, prepares reports for dissemination, & maintains relationships with grantors); Performs various administrative tasks (e.g., recommend training for employees in need of improvement; recommend agents to serve as instructors in specialized training programs for division; conduct & direct annual in-service training program).

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal justice; investigative techniques & procedures; agency, state & federal statutes, rules, regulations & procedures applicable to crimes &/or violations under investigation; Ohio liquor control, tobacco & Supplemental Nutrition Assistance Program laws; police methods & procedures; rules of criminal evidence & procedure; search & seizure laws; laws of arrest; interviewing; case preparation; safety practices; managerial principles & techniques; supervisory principles & techniques; workforce planning; public relations; budgeting; bookkeeping; inventory control. Skill in use of firearms; operation of police equipment &/or equipment required for specialized or technical area (camera, camcorder, undercover audio recording devices, electronic surveillance equipment); personal computer; security systems. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of information about data, people or things; use proper research methods in gathering data; prepare meaningful, concise & accurate reports; review, edit & evaluate investigative & citation reports; handle sensitive & controversial matters with public & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

36 mos. exp. as Enforcement Agent-In-Charge, 23516

-or 12 mos. exp. as Enforcement Commander, 23517

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

Must qualify annually in use of firearm; annually in use of shotgun, defensive driving & unarmed self-defense tactics.
Must maintain CPR certification.

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.