

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Motor Vehicle Investigator	SERIES NO.: 2432
	MAJOR AGENCIES: Public Safety Only	EFFECTIVE DATE: 09/18/2016

SERIES PURPOSE:
The purpose of the motor vehicle investigator occupation is to conduct criminal investigations & inspections while enforcing Ohio motor vehicle laws & agency guidelines.

At the lower level, incumbents conduct inspections at motor vehicle dealerships & salvage facilities or utilize various databases to research & analyze BMV information for compliance. Incumbents also receive training on inspection procedures, techniques, laws & rules applicable to motor vehicle inspections.

At the higher level, incumbents conduct criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records), file criminal charges & ensure compliance with Ohio motor vehicle laws & agency guidelines.

Note: This series is restricted to use by Department of Public Safety, Bureau of Motor Vehicles only.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Motor Vehicle Investigator Associate	24320	28	09/18/2016

CLASS CONCEPT:
The entry level class works under direction & requires some knowledge of inspection techniques as it pertains to motor vehicle dealerships & salvage facilities, presenting inspection reports, & maintaining case notes in order to independently conduct inspections at dealerships, salvage facilities, special plate holders & auctions for compliance &/or assist in collecting data for criminal investigations &/or utilize various databases to research & analyze BMV information & in addition to preceding, work with higher level investigators to receive on the job training regarding motor vehicle investigations.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Motor Vehicle Investigator	24321	30	09/18/2016

CLASS CONCEPT:
The full performance level class works under direction & requires considerable knowledge of criminal investigative techniques & procedures, state motor vehicle titling, registration & related government regulations in order to conduct criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records), file criminal charges & enforce Ohio motor vehicle laws & agency guidelines.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B.U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Motor Vehicle Investigator Associate	24320	14	09/18/2016	28

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 random & assigned inspections of motor vehicle dealerships, salvage facilities, special plate holders & auctions in order to determine compliance & recommend action through collection of data & establishing facts for reporting of findings; submits recommendations for approval or disapproval of inspections; conducts random inspections at dealerships & salvage facilities on new & used vehicles; creates, gathers, & maintains inspection reports; testifies at Ohio motor vehicle & salvage dealer boards regarding outcomes of inspection reports; monitors usage of dealer & special license plates & reports any misuse to designated personnel; conducts various on-site inspections (e.g. out of state inspections, VIN inspections, Deputy Registrar\ Request for Proposal evaluations);

AND/OR

Utilizes Law Enforcement Automated Data System (LEADS) & other various Bureau of Motor Vehicle (BMV) & other related databases to research & analyze information (e.g. license plates, vehicle make & model, physical driver descriptions, personal identification) to aid in criminal investigations (e.g. assists criminal investigators with following up on tips for solving criminal cases, compares, contrasts & extracts data from various reports & provides data illustrating various leads & trends); serves as point of contact for ODPS divisions, law enforcement agencies, & external agencies to provide detailed reports from various BMV databases;

AND in addition to either of preceding option

Receives on the job training by assisting Motor Vehicle Investigators with complex criminal investigations by gathering data (e.g. takes photographs, creates diagrams, conducts research in BMV databases, contacts case subjects) & responds to subpoenas as required; compiles & maintains case notes & records pertaining to specific investigations & requests; communicates & responds to inquiries for assistance from governmental entities & agencies including local, state & federal law enforcement agencies, zoning authorities & the general public.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & departmental guidelines relating to motor vehicle enforcement*; criminal investigation procedures & techniques*; motor vehicle dealer inspection practices & salvage facility rules & regulations outlined in the Ohio Revised Code & Ohio Administrative Code*. Skill in operation of motor vehicle; personal computer*. Ability to read & interpret government regulations & agency guidelines; define problems, collect data, establish facts & draw valid conclusions concerning inspections; complete routine forms; gather, collate & classify information about data, people or things; handle sensitive inquiries & contacts with dealers, facility owners & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in investigative or inspection procedures & techniques to include collecting & analyzing data & report writing; valid driver's license.

Or equivalent of Minimum Class Qualifications For Employment noted above.

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

Must successfully obtain LEADS certification 6 months after employment. Must re-certify in LEADS every two years as mandated by Ohio Administrative Code 4501:2-10-03 (G) (3).

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to angry or hostile vehicle owners, vehicle dealers, vehicle salespersons & suspended drivers; exposed to inclement weather; exposed to dirt & mud at salvage yards.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Motor Vehicle Investigator	24321	14	09/18/2016	30

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 criminal investigations (e.g., odometer tampering; odometer fraud; title jumping; title fraud; selling without legal title; failure to deliver title; forgeries & falsifications; tampering with records; possession of criminal tools; selling motor vehicles without licenses; illegally obtained driver licenses, license plates, vehicle registrations, identification cards, & handicap parking permits) in response to complaints & requests from public, various Bureau of Motor Vehicle (i.e., BMV) divisions, Motor Vehicle Dealer Board, Motor Vehicle Salvage Board, various prosecutors, & federal, state & local law enforcement, files criminal charges & enforces Ohio motor vehicle laws & agency guidelines (e.g., investigates dealership & salesperson applicants; inspects motor vehicle dealership & salvage facilities; locates & contacts individuals whose driving &/or registration privileges have been suspended, confiscates driver licenses &/or license plates; interviews individuals to include witnesses & suspects; performs investigations concerning hardship driver license requests &/or medical restriction cases & submits recommendations).

Participates with law enforcement & other government agencies in investigations & criminal prosecution of violators of Ohio motor vehicle laws (e.g., consults with prosecutors; files charges; conducts administrative investigations; searches computer database for evidence; audits financial records; assesses acquired evidence to determine appropriate course of action; presents investigative case reports as witness before dealer board; testifies in court), administrative board hearings & before grand jury); collects & preserves physical evidence (e.g., photographs, videotapes, computer data); provides expertise to law enforcement & other government agencies in retrieving digitalized images & investigating fraudulent driver licenses & id cards; provides training to other agencies on LEADS (i.e., Law Enforcement Automated Data System), dealer & salvage dealer laws & driver license & id card issuance & to promote compliance with laws pertaining to motor vehicle sales & titles; assists judges, prosecutors & law enforcement agencies on procedures & records maintained by Bureau of Motor Vehicles.

Assists individuals attempting to reinstate driving privileges through compliance with requirements of Ohio motor vehicle laws, Bureau of Motor Vehicles & courts; searches out-of-state driver license & vehicle registration information from LEADS; responds to complaints; inspects deputy registrar locations; conducts physical inspections of motor vehicle dealerships, salvage dealerships, motor vehicle auctions & salvage auctions to verify compliance with various revised & administrative code requirements & inspects such businesses making application for special & in-transit registrations to verify & qualify need &/or valid use of such registrations; prepares inspection reports & prepares diagrams with dimensions & relative site characteristics as required; performs inspections to verify serial number of motor vehicles previously registered in another state.

Prepares accurate & concise investigative reports & maintains records of all investigations; collects & maintains information, records & court documents as required for filing charges; analyzes legislative changes in order to determine effect on policy, procedures, inspection requirements & enforcement of criminal statutes; operates motor vehicle in order to perform on-site investigations & inspections; answers phone calls from complainants.

MAJOR WORKER CHARACTERISTICS:

Knowledge of Ohio laws & departmental guidelines relating to motor vehicle enforcement; criminal investigation procedures & techniques; employee training & development*; public relations; law enforcement; supervisory principles/techniques*. Skill in operation of motor vehicle; personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions concerning inspections; complete routine forms; write & review criminal investigation reflecting caseload of district; handle sensitive inquiries from & contacts with courts, related professionals & general public; read & interpret motor vehicle government regulations & agency guidelines.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core program in criminal justice; 6 months trg. or exp. in investigation procedures & techniques; valid driver's license.

-Or 12 months experience as a Motor Vehicle Investigator Assistant, 24320.

-Or 24 mos. exp. as law enforcement officer; valid driver's license.

-Or 12 mos. trg. or 12 mos. exp. in investigative procedures & techniques to include report writing, collecting data, & interviewing suspects/witnesses; 12 mos. trg. or 12 mos. exp. in conducting criminal investigations of odometer fraud,

odometer tampering & fraudulent driver's license, id cards & vehicle registration; valid driver's license.

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

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

Must successfully obtain LEADS certification 6 months after employment. Must re-certify in LEADS every two years as mandated by Ohio Administrative Code 4501:2-10-03 (G) (3).

UNUSUAL WORKING CONDITIONS:

Requires travel; exposed to angry or hostile vehicle owners, vehicle dealers, vehicle salespersons & suspended drivers; exposed to inclement weather; exposed to dirt & mud at salvage yards.