

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Gaming Enforcement Agent	<u>SERIES NUMBER</u> 2614
<u>MAJOR AGENCIES</u> Ohio Casino Control Commission Only	<u>EFFECTIVE</u> 06/28/2015

SERIES PURPOSE

The purpose of the gaming enforcement agent series is to enforce Ohio casino laws & administrative rules, casino Internal Control Standards, monitor activities at casino locations & conduct overt & covert criminal investigations (e.g., patron-related crimes, internal casino employees, organized crime (RICO Crimes), money laundering, counterfeiting schemes, human trafficking, etc.).

At the lower level, incumbents independently conduct investigations, monitors conduct of patrons & employees (e.g., audio, video, visual & photographic surveillance & personal one on one contact), & conduct overt & covert criminal investigations.

At the highest level, incumbents independently conduct investigations, monitor conduct of patrons and employees. Conducts complex & long term overt & covert criminal investigations, coordinates investigations with other federal, state & local law enforcement agencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Gaming Enforcement Agent	26141	12	06/28/2015

CLASS CONCEPT

The full performance level class works under general supervision & requires thorough knowledge of law enforcement, casino laws & administrative rules, casino Internal Control Standards & investigative techniques & procedures in order to conduct statewide overt & covert criminal investigations in Ohio casinos and illegal casinos.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Gaming Enforcement Investigator	26142	12	07/06/2012

CLASS CONCEPT

The advanced level class works under direction & requires thorough knowledge of law enforcement, casino laws & administrative rules, casino Internal Control Standards & investigative techniques & procedures, & division policies & procedures in order to serve as a lead worker (i.e., provide work direction & training) & conduct complex, long term overt & covert criminal investigations.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Gaming Enforcement Agent	26141	02	06/28/2015	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.)

As case agent, conducts statewide overt &/or covert criminal investigations in Ohio casinos and illegal casinos (e.g., patron related crimes, internal casino employee crimes, organized crime) that includes those that are multi-jurisdictional or multi-state; interacts daily with casino patrons, casino staff & other law enforcement agencies.

Conducts surveillance (e.g., audio, video, visual & photographic); issues citations or makes arrests; submits report of investigation to superiors with recommendations for correcting problems; gathers, evaluates, safeguards, prepares & forwards criminal intelligence information to various entities (e.g., internal intelligence analyst, other casinos, local, state, federal law enforcement agencies); analyzes data to determine solutions to ongoing/daily problems.

Prepares & submits detailed investigative reports for criminal &/or regulatory actions (e.g., non-compliance with Internal Control Standards) to Ohio Casino Control Commission (OCCC) Division Directors; performs various tasks in the field (e.g., crime scene processing; subject, victim & witness interviewing, searches & surveillances, performs background investigations, makes arrests); provides courtroom evidence; confers with prosecuting attorneys; testifies in court & at grand jury; makes presentations to specialized audiences &/or general public (e.g., other casinos, judges, law enforcement &/or criminal justice professionals).

Serves as liaison to & works in cooperation with other state, local, state, federal & other law enforcement/investigatory agencies. Investigations and working with other law enforcement/investigatory agencies may require travel. Provides training to probationary gaming enforcement agents & educates public, law enforcement agencies & government personnel on casino gaming laws, policies & procedures; educates and assists casino patrons concerning casino exclusion program; assists in verification/authentication of slot machines.

MAJOR WORKER CHARACTERISTICS

Knowledge of law enforcement; 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 (e.g., psychology, sociology, criminology), criminal justice; written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication; interviewing & public relations. Skill in operation of firearms (e.g., 40 caliber semi-automatic); two-way radio; recording devices & 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 associate core program in criminal justice, social sciences (e.g., psychology, sociology, criminology), or other field commensurate with job duties; 2 yrs. experience in law enforcement; Ohio Peace Officer Training Certification (OPOTC); & valid driver's license.

-Or 3 ½ yrs. law enforcement or equivalent military law enforcement experience; OPOTC; & valid driver's license.

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

The final applicant must successfully pass background check by appointing authority, which includes a polygraph. 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 123:1-76-09 of the Ohio Administrative Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must qualify twice per year in use of firearms (e.g., 40 caliber semi-automatic); must maintain OPOTC peace officer certification. If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probationary period.

UNUSUAL WORKING CONDITIONS

Exposed to hostile persons/situations &/or physical violence. May require overnight travel &/or working prolonged & irregular hours.

<u>JOB TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Gaming Enforcement Investigator	26142	02	07/06/2012	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.)

Responsible for conducting complex &/ or long term criminal investigations to include multi-jurisdictional or financial investigations (e.g., patron related crimes, internal casino employee, organized crime, money laundering, theft) as lead investigator; performs various tasks relating to investigations (e.g., crime scene processing; subject, victim & witness interviewing, searches & surveillances, makes arrests) & coordinates with lower level gaming enforcement agents; interacts daily with casino patrons, casino staff & other law enforcement agencies; develops confidential informants. Serves as lead worker by providing work direction, technical assistance & training to personnel in assigned casino on daily basis to insure that gaming enforcement agent duties & investigations are completed promptly & correctly & acts in absence of supervisor.

Gathers, evaluates, safeguards, prepares & forwards criminal intelligence information to various entities (e.g., internal Intelligence Analyst, other casinos, local, state, federal law enforcement agencies); reviews & summarizes intelligence information for presentation to superiors, in court, or to other law enforcement personnel; verifies accuracy of information provided in investigatory reports; oversees surveillance monitoring (i.e., audio, video, visual & photographic); issues citations or makes arrests; submits report of investigation to superiors with recommendations for correcting problems.

Prepares & submits detailed investigative reports for criminal &/or regulatory actions (e.g., non-compliance with Internal Control Standards) to OCCC Division Directors; serves as liaison to & leads investigations with local, state, federal & other law enforcement/investigatory agencies; represents the agency on state & federal task forces investigating criminal activity (e.g., organized crime, money laundering). Investigations and working with other law enforcement/investigatory agencies may require travel. Responsible for evaluating, cataloging, safeguarding & preparing courtroom evidence; ensures chain of evidence is maintained; confers with prosecuting attorneys; serves as court liaison for gaming enforcement unit; testifies in court; makes presentations to specialized audiences &/or general public (e.g., other casinos, judges, law enforcement &/or criminal justice professionals); monitors adherence of casinos to Internal Control Standards. Assists in verification/authentication of slot machines. Assists & makes recommendations in the development of policies & procedures.

MAJOR WORKER CHARACTERISTICS

Knowledge of law enforcement; 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 (e.g., psychology, sociology, criminology), criminal justice; investigative practices & techniques, written communication (e.g., English composition & grammar, technical writing, business communication); verbal communication; interviewing, employee training & development*; supervisory principles/techniques*, & public relations. Skill in operation of firearms (e.g., 40 caliber semi-automatic); two-way radio; recording devices & 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 unfamiliar 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 associate core program in criminal justice, social sciences (e.g., psychology, sociology, criminology), or other field commensurate with job duties; 3 yrs. experience in law enforcement, with 1 of those yrs. working on complex & long term criminal investigations; Ohio Peace Officer Training Certification (OPOTC); & valid driver's license.

-Or 4 ½ yrs. law enforcement or equivalent military law enforcement experience, with 1 of those yrs. working on complex & long term criminal investigations; OPOTC; & valid driver's license.

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

The final applicant must successfully pass background check by appointing authority, which includes a polygraph. 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 123:1-76-09 of the Ohio Administrative Code.

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