

# LAW ENFORCEMENT SPECIAL AGENT (OSBI), G22

## **BASIC PURPOSE:**

Positions in this job family are assigned responsibilities involving the investigation or supervision of a broad range of general criminal and other special investigations. This includes investigating major crimes, documenting and collecting evidence, maintaining security of crime scenes, analyzing crime scenes, conducting background investigations, and other related duties.

## **TYPICAL FUNCTIONS:**

The functions within this job family will vary by level, but may include the following:

- Investigates violations of criminal law including major crimes such as murder, rape, robbery, burglary, kidnapping, larceny, fraud, forgery, embezzlement, auto theft, oil theft and computer crimes; conducts background investigations of applicants and gubernatorial or judicial appointees; documents all investigative activities.
- Preserves and protects crime scenes; gathers and analyzes information; interviews witnesses; interrogates suspects; collects materials, substances, and other physical evidence, including blood stains, hair, fiber, fingerprints; records and photographs scenes; analyzes electronic information; arranges for scientific testing and analysis as needed.
- Participates in covert investigations, raids and surveillance operations; installs, operates and monitors electronic surveillance equipment; operates computers and computer software.
- Prepares investigative prosecutorial reports; advises and assists prosecutors in filing charges; drafts and executes legal documents for use in criminal investigations, including subpoenas, search warrants, arrest warrants, affidavits, and court orders; appears as a witness in court proceedings; assists grand juries by serving subpoenas and assembling witnesses.
- Participates in continuing in-service training; studies professional literature related to new investigative techniques and procedures; studies legal materials related to court decisions and state and federal laws; may participate as an instructor in providing law enforcement training for the Council for Law Enforcement Education and Training or for other law enforcement officers or agencies.
- Participates in the research and development of computerized investigative programs to aid in conducting investigations or other work; researches and identifies criminal conspiracies by gathering and analyzing information maintained within various computer data systems and networks.

## **LEVEL DESCRIPTORS:**

This job family consists of five levels which are distinguished by the complexity of job assignments, expertise required to complete assigned duties, level of experience and degree of responsibility and accountability for providing leadership and direction to others.

### **Level I:**

**Code:** G22A

**Salary Band:** NA

This is the basic level where employees are assigned responsibilities involving entry level work in a training status to build skills in conducting various types of investigations, interviewing witnesses, collecting and analyzing evidence and other related duties. In this role, they will primarily assist higher-level agents in completing work activities related to the investigation of various crimes or other incidents.

**Knowledge, Skills and Abilities** required at this level include knowledge of modern criminal investigative techniques; of Oklahoma criminal law pertaining to crime, search and seizure, arrest, and rules of evidence; of recent court decisions affecting law enforcement; of public relations pertaining to investigative activities; of basic math; of basic English, grammar, and sentence structure; of accounting and business records; and of the basic elements of computers and usage of computer software. Ability to conduct several investigations simultaneously; to present clear and accurate court testimony; to maintain undercover identity while preserving integrity; to maintain a chain of control over evidence collected; to establish and maintain effective working relationships with others; to organize and present facts and opinions in a concise and objective manner; and to operate computers and computer software.

**Education and Experience** requirements at this level are contained in Title 74 O.S. Section 150.8A: "An Agent, at the time of his appointment to the Bureau, shall be at least twenty-one (21) years of age and shall possess a bachelor's degree from an accredited college or university."

### **Level II:**

**Code:** G22B

**Salary Band:** NA

This is the career level where employees are fully trained in the performance of basic criminal investigative duties and perform a broad range of general criminal and other investigations. This will include independent responsibility for conducting investigations of major crimes and offenses or participating as a member of a team in covert investigations, raids, surveillance or other activities and performing other essential functions associated with the position.

**Knowledge, Skills and Abilities** required at this level include those identified in Level I plus knowledge of the use of electronic surveillance devices; of the use of deadly force and less-than-lethal force; of firearms safety practices and training methods; of forensic laboratory and agency capabilities; and of crime scene processing and proper evidence handling. Ability is required to gather and analyze evidence; to conduct interviews and interrogations; to install, operate and monitor electronic surveillance and other equipment; and to apply knowledge acquired through training.

**Education and Experience** requirements at this level consist of those identified in Level I plus one year of professional experience in conducting criminal investigations for a governmental law enforcement agency.

**NOTE:** Professional experience in conducting criminal investigations for a government law enforcement agency must have been the primary full time job responsibility to be considered as qualifying. Incidental performance of professional criminal investigative work shall not be considered qualifying. Experience as a forensic laboratory criminalist, analyst or examiner shall not be considered qualifying.

**Level III:**

**Code: G22C**

**Salary Band: NA**

This is the specialist level where employees are assigned a high level of responsibility and accountability for independently coordinating and conducting a broad range of complex major cases and highly specialized criminal investigations of a diverse type and nature. Responsibilities may also include serving as a field training officer for trainee-level agents; organizing and coordinating multi-jurisdictional task force investigations; functioning as a resident agent; and providing specialized assistance such as firearms or self-defense instruction, LEDT instruction, digital evidence analysis, aerial surveillance as an aircraft pilot, polygraph examination, electronic surveillance; and temporarily performing limited supervisory duties in a relief capacity during the absence of the supervisor.

**Knowledge, Skills and Abilities** required at this level include those identified in Level II plus the ability to train and coordinate the activities of investigative personnel; and to coordinate statewide or multi-county task force investigations.

**Education and Experience** requirements at this level consist of those identified in Level II plus two additional years of qualifying experience.

**Level IV:**

**Code: G22D**

**Salary Band: NA**

This is the leadership level where employees are assigned responsibilities in the management and supervision of a regional or specialized criminal investigative office. They may also conduct, or assist in conducting, complex or specialized criminal and other investigations, or provide training and instruction to law enforcement officers. This job involves first-line supervision and direction of lower-level agents in conducting and completing criminal investigations and other related activities. Incumbents are responsible for establishing and maintaining effective professional working relationships with law enforcement and prosecution officials. This includes routinely visiting sheriffs, chiefs, district attorneys, and other law enforcement agencies; and regularly attending law enforcement association meetings and conferences.

**Knowledge, Skills and Abilities** required at this level include those identified in Level III plus knowledge of public relations pertaining to investigative activities; of supervisory principles and practices; of OSBI policies and procedures; and of safety and training practices. Ability to supervise the activities of investigative, technical and support personnel; and to conduct internal investigations.

**Education and Experience** requirements at this level consist of those identified in Level III plus one additional year of qualifying professional experience.

**Level V:**

**Code: G22E**

**Salary Band: NA**

At this level employees are assigned overall administrative command responsibility and accountability over two or more regional or specialized investigation offices, and overall Division level staff responsibility and accountability over major investigative programs, projects, functions, and activities. They are also responsible for establishing and maintaining a close professional working relationship with law enforcement and prosecutorial officials and with various internal agency staff members. They may attend law enforcement association meetings and conferences; and may provide information to legislators, legislative staff, and legislative committees.

**Knowledge, Skills and Abilities** required at this level include those identified in Level IV plus knowledge of state personnel and budget practices; of public relations; of media relations; of the state legislative process; and of management and leadership principles and practices. Ability to develop, implement, manage and evaluate agency goals, objectives, programs and projects; to analyze, interpret and resolve personnel and management problems; to prepare budgets; and to manage the activities of investigative, technical and support personnel.

**Education and Experience** requirements at this level consist of those identified in Level IV plus two additional years of qualifying professional experience in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

Applicants must possess the ability and willingness to perform job-related travel; willingness to carry a firearm and use deadly force or less-than-lethal force as required; have and maintain physical and mental stamina to perform the work and willingness to accept the physical discomforts or dangers inherent in the work; ability to successfully complete any necessary training and certification required by the agency; be willing to be on call twenty-four (24) hours a day, seven (7) days a week; be willing to travel frequently and be away from home for extended periods of time; be willing to transfer where and when needed and to accept assignments anywhere in the state; pass a thorough character and background investigation; and successfully pass a polygraph examination, a drug screen, and a psychological evaluation. Subsequent to an offer of employment, may be required by the Oklahoma Law Enforcement Retirement System and/or by the Oklahoma State Bureau of Investigation to satisfy medical examination and/or physical fitness testing standards or requirements.

The federal Omnibus Consolidated Appropriations Act of 1997 contained an amendment of the federal Gun Control Act of 1968. This amendment addresses misdemeanor crimes of domestic violence. Applicants must be able to satisfy the limitations contained in this federal law.

Some positions at the Oklahoma State Bureau of Investigation must possess a commercial pilot's license with a commercial/instrument rating, have a total pilot flight time of 500 hours, 50 hours in a model used by Oklahoma State Bureau of Investigation and pass a class 2 flight physical.

Some positions may require possession of education/experience/training as required by current Oklahoma Statutes or approved selective qualifications.