Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Special Agent 1

Definition

Performs enforcement duties as defined in the Code of Iowa and the rules/regulations promulgated by the Iowa Racing and Gaming Commission as a state peace officer in Iowa casinos; performs related work as required.

This job classification is *not* part of a series.

> *The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

Work Examples

Enforces criminal laws; identifies, detains, and processes wanted individuals; advises the Miranda Warning when applicable, questions and observes suspects and witnesses; collects, preserves and accurately records evidence and information obtained; serves arrest warrants and takes individuals into custody as required by the court and/or Iowa Code; assists other police agencies as required or directed.

Provides for scheduled DCI presence at Iowa casinos during most hours of operation as required by 99F.10 (4).

Provides regulatory enforcement of casino operations and conducts surveillance coverage approvals, table/card/dice inspections, and surveillance system inspections to ensure compliance with the Code of Iowa, rules established by the Iowa Racing and Gaming Commission, and internal controls of casino operations.

Prepares and testifies in court to present the facts surrounding any civil, regulatory, criminal or departmental action.

Assures compliance with the proper type of licensing and conducts thorough background investigations of all individuals employed in riverboat gaming.

Prepares Division of Criminal Investigation Incident Reports, Investigative Communiques, and/or Case Reports regarding investigations and activities associated with responsibilities.

Reviews security and surveillance reports for violations of Chapter 99F of the Iowa Code, and any violations of the rules established by the Racing and Gaming Commission; prepares and disseminates reports to the appropriate County Attorney or staff of the Iowa Racing and Gaming Commission on any violations found.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

- Telecommunications – Transmission, broadcasting, switching, control, and operation of telecommunications systems.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.

- Written Expression – Communicate information and ideas in writing so others will understand.

- Oral Expression – Communicate information and ideas in speaking so others will understand.

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.

- Written Comprehension - Read and understand information and ideas presented in writing.

- Flexibility of Closure – Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.

- Perceptual Speed – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

- Reaction Time – Quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.

- Response Orientation – Choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.

- Multi-limb Coordination – Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.

- Arm-Hand Steadiness – Keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Speaking – Talking to others to convey information effectively.

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

- Negotiation – Bringing others together and trying to reconcile differences.

- Persuasion — Persuading others to change their minds or behavior.

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Service Orientation – Actively looking for ways to help people.

- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

1) Graduation from an accredited four-year college or university with a degree in political science, business, social science, accounting, or related field.

2) Six years of full-time work experience in law enforcement experience as a sworn federal, state, or local peace officer.

3) All of the following (a and b):
   a. Three years of full-time work experience in law enforcement experience as a sworn federal, state, or local police officer; and

b. A total of two years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.

Notes

*Applicants must be at least 22 years old at the time of academy graduation.

All applicants must be eligible for enrollment in the Iowa Law Enforcement Academy training program. Screening for the Academy includes:

a) Thorough background investigation and evaluation (including fingerprint searches) for substance abuse, or arrest and conviction records that indicate an individual could not serve effectively as a peace officer.
b) Physical examination and agility test to assure that an individual is free from conditions which might adversely affect the performance of duties (drug screens included) will be given post offer.
c) Physical agility test.
d) Vision exam requiring uncorrected vision of not less than 20/100 in each eye, correctable to 20/20 in each eye will be given post offer.
e) Normal color vision, as prescribed by Iowa Law Enforcement Academy rules. Color vision is determined by the American Optical Company, Pseudo-Isochromatic Plates test and requires correct identification of 10 out of the 14 test plates will be given post offer.
f) Normal unaided hearing with a loss not exceeding twenty-five (25) decibels in either ear at 1,000, 2,000 and 3,000 cycles will be given post offer.
g) Reading comprehension, word meaning and psychological exams (to include a psychological interview) to determine that the individual meets the minimum standards for mental fitness required for a law enforcement officer.
h) Oral Board and polygraph review.
i) Possession of a valid Iowa driver's license.
j) Not opposed by reason of conscience or belief to the use of force, when necessary to fulfill the duties of the job.

All applicants must be United States citizens, but need not be Iowa residents at the time of application. Iowa residence is required at time of employment.

Applicants must successfully complete and graduate from the Departmental Academy.

Effective date: 05/23 KC