

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**SPECIAL AGENT 2**

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**DEFINITION**

Conducts criminal investigations related to alleged violations of Iowa law; or conducts complex background investigations; or performs forensic examinations of computers; or reviews unsolved cases for further investigation; performs related work as required.

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

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Makes assignments and delegates tasks to aid in the coordinated effort of other agents and local law enforcement personnel during major criminal investigations, e.g., homicide.

Collects, collates, and disseminates information concerning the activities of those believed involved in criminal activity; predicts crime trends and patterns and produces intelligence reports related to criminal activity.

Conducts background and criminal investigations of persons and organizations; coordinates efforts to insure the integrity of gaming in the State of Iowa.

Properly handles sensitive intelligence and/or terrorism information and utilizes proper dissemination caveats.

Conducts intelligence work in accordance with federal and state laws.

Prepares comprehensive written reports so as they accurately reflect all information gathered in the course of an investigation.

As required, operates undercover to secure evidence and information; maintain surveillance of persons or established locations.

Obtains information and gathers facts through such methods as interviewing witnesses, interrogating witnesses, interrogating suspects, contacting informants, and interacting with individuals from diverse backgrounds.

Prepares appropriate applications for search and arrest warrants; makes arrests and executes search warrants.

Conducts law enforcement instructional programs.

Testifies in judicial proceedings pertaining to criminal investigations.

**COMPETENCIES REQUIRED**

Knowledge of the crimes and violations of the state code and the knowledge of governing statutes and laws, and of state and federal court decisions such as: arrests with and without warrants; searches incident to arrest; protective searches; searches with a warrant; seizure and admissibility of evidence; seizure and disposition of real and personal property.

Knowledge of the procedures and techniques of general law enforcement activities such as: arrest and search of individuals; conducting interviews and interrogations; protecting crime scenes; conducting initial crime scene investigations; testifying in court; implementing surveillance and stake-out procedures.

Knowledge of the procedures and techniques involved in investigating criminal activity such as: collecting, preserving, and transporting physical evidence; identifying and contacting potential witnesses and possible suspects; identifying and analyzing crime patterns and typical methods of operation; utilizing specialized techniques that have been developed for investigating a wide variety of different crimes; implementing undercover (covert) investigative techniques and procedures; interpreting and utilizing crime laboratory data findings.

Legal technical knowledge (not at the level of an attorney).

Knowledge of all issued radio equipment and operational procedures.

Knowledge of evidence and contraband, and how it should be preserved, identified, and transported.

Ability to assume responsibility. The psychological and emotional maturity, self-confidence and willingness to assume responsibility, to be willing to make difficult decisions and take necessary actions, to reconsider own decisions and make changes, to be flexible when warranted.

Ability to recognize the implications of alternative actions, to be able to consider different action and reaction plans.

Ability to read and understand tables, charts, graphs, and computer printouts conveying a variety of criminal investigative-related data.

Ability to communicate effectively in writing to convey ideas in a logical and understandable manner, to compose comprehensible, if not grammatically perfect, letters, reports, and other narrative documents.

Ability to understand and respond meaningfully to the spoken word, to organize ideas and present them orally in an effective manner.

Ability to interact effectively with others in both enforcement and non-enforcement situations with career criminals, the first offender, juvenile offenders, confidential informants, with peers and superiors, with other members of the criminal justice system, including prosecutors and members of the jury.

Ability to understand the difference between intelligence and investigative information.

Ability to control emotionally charged situations with/without cooperation of individuals.

Ability to maintain and demonstrate proficiency in defensive tactics to defend self/others from injury or harm.

Ability to demonstrate annual proficiency with issued firearms.

Ability to meet and maintain Department's physical fitness requirements.

Ability to run, climb and jump over obstacles; drag, pull or lift heavy objects or persons to safety.

Ability to acquire and maintain proficiency in first aid techniques and emergency medical care.

Ability to use deadly force if necessary.

Ability to deal effectively with people from all socioeconomic backgrounds.

Ability to conduct a lawful search following search and seizure procedures.

Ability to formulate positive, understandable, professional, written communications, reports and documents.

Ability to determine reasonable and appropriate actions, weighing possible alternatives, considering consequences or outcomes of various actions.

Ability to use discretion during job performance.

Ability to understand behavior patterns of people and to identify suspicious behavior.

Ability to communicate both verbally and non-verbally in a confident manner.

Ability to maintain self-discipline, and remain objective and professional under physical and verbal abuse, and in emotionally stressful situations.

Ability to make decisions and react appropriately in a dangerous or stressful situation.

Ability to restrain individuals taken into custody.

Skill in the defensive driving of a vehicle used in the course of job performance under a wide variety of weather, traffic, and speed conditions.

Skill in the use of issued tactical weapons including: handguns, long guns, ASP batons, OC spray, etc. with proficiency to qualify under state peace officer standards.

Skill in the use of proper investigative techniques.

Skill in the proper methods of interrogation and information gathering.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identify and team spirit throughout the organization.

Exchanges information with individuals or groups effectively listening and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree in political science, business, social science, accounting, or related field;

OR

three (3) years of law enforcement experience as a sworn federal, state, or local police officer and sixty (60) semester hours (or equivalent quarter hours), or hold an Associate in Arts degree from an accredited college or university.

OR

five (5) years of law enforcement experience as a sworn federal, state, or local peace officer.

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

#### **NOTE:**

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.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Department of Public Safety.

Effective Date: CH 12/10