

Supplemental Job Description

Classification: Liquor Investigator I
Position Title: Liquor Enforcement Officer
Position Number: 9Temp

Function Code: 5810-077
Date Established: 08-15-88
Date of Last Amendment: 6/03/10

SCOPE OF WORK: To investigate all criminal and administrative matters which are contained in laws relative to the manufacture and sale of alcoholic beverages and other criminal laws as necessary, including motor vehicle laws and local city and town ordinances.

ACCOUNTABILITIES:

- Demonstrates proficiency in administrative law and procedure licensing requirements to support the licensing function of the Bureau of Enforcement. Prepares detail reports, inspections and audits for the detection of unlawful circumstances. Inspects all licensees throughout the state at least once in a calendar year. Makes on-site surveys to insure compliance with Title XIII laws and laws relating to youth access to tobacco.
- Conducts investigations based on self-initiated case development and makes investigations based on public complaints. Conducts investigations of license applicants consisting of background checks, financial responsibility, and general character checks prior to the issuance of licenses to sell alcoholic beverages. Writes investigative reports, including sketches, using appropriate grammar, symbols, and mathematical computations. Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.
- Arrests suspects, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers, approved weapons, and hands and feet in self defense. Frequently works undercover to gather evidence of misdemeanor and felony crimes for criminal prosecution.
- Intervenes in disputes to restore peace and ensure safety of the public and parties involved, to include confronting hostile persons, mediating disputes, and advising of rights and processes. Assesses situations to determine where there is reasonable suspicion to detain, when probable cause exists to search and arrest, and when and to what degree force may be used, including the application of deadly force.
- Examines and compiles evidence to be used in local, superior and federal court cases. Reads and comprehends legal documents; demonstrates communication skills to prosecute cases in criminal court, grand jury, Superior court and at administrative hearings in support of state law. Prosecutes all violations and misdemeanor complaints. Performs limited legal research to understand and utilize a vastly complex system of criminal and administrative law. Utilizes writing skills necessary to prepare detail reports, legal memoranda and motion for court cases.
- Works day and evening shifts, in foul weather conditions and demonstrates ability to crouch and assume awkward positions for long periods of time in order to conduct surveillance and gather evidence. Maintains continuous physical exertion such as frequent bending, lifting, or climbing.
- Pursues suspects who are eluding and may have to quickly enter or exit patrol vehicles. Runs and climbs through a variety of terrain, including forests, beach, alleys, and buildings or structures.
- Operates a law enforcement vehicle during both day and night in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions cause by factors such as fog, smoke, rain, ice and snow.

- Conducts educational and preventative programs for a variety of groups, and interfaces with the media, public officials, business owners, and the community as a law enforcement officer representing the Bureau.

MINIMUM QUALIFICATIONS:

Education: Associate's degree or 60 credit hours from a recognized college or university with a major field of study preferably in criminal justice or the equivalent.

Experience: No experience required.

OR

Education: Completion of high school, G.E.D. or its equivalent.

Experience: Three years of full-time employment as a certified police officer in a recognized jurisdiction or as a corrections officer, or three years of experience in the military on full time active duty with an honorable discharge, or a combination of the three occupations totaling three years.

SPECIAL REQUIREMENTS:

1. Must be at least 21 of age upon application of position.
2. Must be willing to accept employment anywhere in the state.
3. Must have and retain a New Hampshire driver's license for the duration of employment.
4. Must pass polygraph examination, psychological examination and fitness standards prior to employment. Meeting a continuing fitness standard will be required of all applicants based upon New Hampshire law. Must possess and maintain the necessary physical attributes in order to pass the maximum fitness requirements.
5. Before the probationary period expires, appointees shall successfully complete a training program certifying the appointee as a police officer which satisfies all applicable provisions of RSA 188-F: 27, and rule of the New Hampshire Police Standards and Training Council. Liquor Enforcements Officers must maintain all requirements for certification as a police officer in New Hampshire.
6. The probationary period for Liquor Enforcement Officer is one year.

RECOMMENDED WORK TRAITS: Considerable knowledge of the State Alcoholic Beverage laws, criminal law and procedure as well as State and Federal Constitutional protections. Considerable knowledge of the methods and techniques of criminal investigations and law enforcement operations. Ability to ascertain facts and secure evidence by personal contact and observation. Ability to cope with difficult enforcement problems firmly and tactfully. Ability to take decisive action based on common sense and good judgment. Ability to express ideas and clearly and concisely in oral and written form and speak effectively before groups of people. Ability to establish and maintain effective relationships with other law enforcement officials, business proprietors and general public. Ability to exercise tact, diplomacy and impartiality in relation with others. Ability to give adequate consideration to detailed matter. Ability to write reports of facts gathered during an investigation. Ability to testify before courts, administrative bodies and grand juries. Must be willing to maintain appearance appropriate to assigned duties and responsibilities and determine by the agency appointing authority.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name and Signature

Date Reviewed

Supervisor's Name & Title: _____ Sergeant Matthew Elliott _____

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

6/3/10

Division of Personnel

Date Reviewed