



PENNSYLVANIA STATE POLICE LIQUOR ENFORCEMENT OFFICER TRAINEE
ESSENTIAL JOB FUNCTIONS

1. Reads complaint sheet related to assignment received from supervisor in order to obtain relevant information. Reviews establishment files located in the district office to obtain relevant information in planning an investigation.
2. Conducts both undercover and open enforcement investigations and inspections of establishments or premises suspected of being in violation of liquor-related laws.
3. Observes activities occurring within a licensed establishment for varying periods to detect possible violations of liquor-related laws.
4. Conducts regular minor patrol details at licensed establishments with the emphasis placed on violations of sales to minors and visibly intoxicated persons.
5. Conducts routine inspections of licensed establishments and private clubs including checking food, basic physical requirements, etc. and for violations of liquor-related laws.
6. Notifies local authorities in an adjoining state that the Liquor Enforcement Officer is working a border patrol in the area, and during border patrol, maintains surveillance of liquor stores in adjoining states for persons with Pennsylvania licensed vehicles making purchases. In addition, maintains chain of evidence by following the vehicle and stopping it after it returns to Pennsylvania in order to arrest the occupants if they have in their possession out-of-state purchased alcohol and/or malt or brewed beverages.
7. Draws the layout of an establishment including location of exits, bar, rest rooms, pool table, jukebox and shape of bar to aid in planning raids or open inspections. Assists in planning, coordinating, and directing raids or open inspections of establishments or premises suspected of being in violation of liquor-related laws.
8. Arrests on view suspects for violation of liquor-related laws.
9. Carries and operates a firearm issued by the Department with a strong and weak hand.
10. Seizes beer, liquor, and other contraband including electronic poker machines, gambling paraphernalia, furniture, refrigerators, bars and other items used in violation of the liquor-related laws.
11. Carries seized goods up and down as many as two flights of stairs. Carries seized goods from site of seizure to trucks. Loads and unloads trucks with seized goods and stores seized goods in secure facilities.
12. Searches vehicles and buildings for contraband and labels, records, and stores evidence.
13. Takes statements from witnesses and suspects related to violations of liquor-related laws.
14. Prepares non-traffic citations, criminal complaints, warrants, etc. using printed forms for Magisterial District Justice's signature.

15. Serves subpoenas on witnesses, usually minors, required to testify at hearings.
16. Testifies before an Administrative Law Judge in citation proceedings against a licensee to present findings of investigation.
17. Testifies before Magisterial District Justices and other courts to present findings of investigations involving violations of liquor-related laws.
18. Possesses and demonstrates the ability to receive, process, comprehend, and execute verbal and written orders and/or instructions from superiors.