

EQUIPMENT AND TRAINING

IN ORDER TO ASSIST AGENTS WITH THEIR DUTIES, THE DIVISION PROVIDES ITS AGENTS WITH THE LATEST COMPUTER TECHNOLOGY AND LAW ENFORCEMENT EQUIPMENT. IN ADDITION, IN-SERVICE TRAINING AND APPROVED ELECTIVE COURSES ARE PROVIDED ANNUALLY. AGENTS ALSO RECEIVE SPECIALIZED TRAINING THROUGHOUT THEIR CAREERS.

THE DIVISION OF ALCOHOL & TOBACCO ENFORCEMENT THANKS YOU FOR YOUR INTEREST IN A LAW ENFORCEMENT CAREER AS AN ALCOHOL & TOBACCO AGENT. IF YOU BELIEVE THAT YOU ARE CAPABLE OF ENHANCING THE TRADITIONS, STANDARDS AND INVESTIGATIVE EXCELLENCE OF THE DIVISION, PLEASE "ACCEPT THE CHALLENGE" AND APPLY.



MISSION STATEMENT

"TO PROTECT THE HEALTH, SAFETY AND WELFARE OF PEOPLE IN DELAWARE THROUGH THE ENFORCEMENT OF STATE LIQUOR AND YOUTH ACCESS TO TOBACCO LAWS, WHILE MAINTAINING THE HIGHEST STATE OF PREPAREDNESS IN RESPONSE TO THREATS AGAINST HOMELAND SECURITY."

DEPARTMENT OF SAFETY & HOMELAND SECURITY

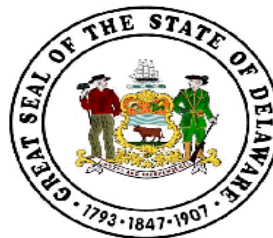
DIVISION OF ALCOHOL & TOBACCO ENFORCEMENT

**820 NORTH FRENCH STREET
WILMINGTON, DELAWARE 19801**

PHONE: 302-577-5210

FAX: 302-577-8141

WEBSITE: [HTTP://DATE.STATE.DE.US](http://date.state.de.us)



**THE STATE OF DELAWARE IS AN EQUAL
OPPORTUNITY EMPLOYER**

**DIVISION OF ALCOHOL &
TOBACCO ENFORCEMENT**

**ACCEPT THE
CHALLENGE**

**A CAREER IN LAW
ENFORCEMENT**



DELAWARE

ALCOHOL & TOBACCO

AGENT

WHO WE ARE AND WHAT WE DO

THE DIVISION OF ALCOHOL & TOBACCO ENFORCEMENT WAS ESTABLISHED IN 1933 UPON THE END OF *PROHIBITION*. THE DIVISION IS RESPONSIBLE FOR THE ENFORCEMENT OF TITLE 4 (DELAWARE LIQUOR CONTROL ACT) AND THE ABC COMMISSIONER'S RULES, WHICH APPLY TO ALL RETAILERS, SUPPLIERS AND WHOLESALERS, WHO MANUFACTURE, SELL, SERVE, TRANSPORT, OR STORE LIQUOR IN THE STATE OF DELAWARE. THE DIVISION IS ALSO RESPONSIBLE FOR THE ENFORCEMENT OF DELAWARE'S YOUTH ACCESS TO TOBACCO LAWS.

THE DIVISION'S PERSONNEL CONSISTS OF ENFORCEMENT AGENTS AND ADMINISTRATIVE PERSONNEL, WHO WORK TOGETHER IN MEETING THE DIVISION'S MISSION. AGENTS, WHO COMPRISE THE MAJORITY OF THE DIVISION'S PERSONNEL, ARE CERTIFIED POLICE OFFICERS OF THE STATE OF DELAWARE. AGENTS HAVE STATEWIDE JURISDICTION AND ARREST POWERS AND HAVE FULL AUTHORITY TO ENFORCE ALL OF THE LAWS OF THE STATE, INCLUDING LIQUOR, DRUG, CRIMINAL AND TRAFFIC STATUTES.

AGENTS ROUTINELY CONDUCT INVESTIGATIONS INVOLVING UNDERAGE CONSUMPTION AND POSSESSION OF ALCOHOL, SALES OF ALCOHOL AND TOBACCO TO UNDERAGE PERSONS, OVER-SERVICE OF ALCOHOL TO PATRONS, BOOTLEGGING, PROSTITUTION, GAMBLING, NARCOTICS, DISORDERLY ESTABLISHMENT, TAX EVASION AND OTHER CRIMINAL ACTIVITY.

AGENTS WORK WITH FEDERAL, STATE AND LOCAL LAW ENFORCEMENT AGENCIES, BY ASSISTING THEM WITH INVESTIGATIONS AND/OR PUBLIC SAFETY ISSUES UNIQUE TO THEIR JURISDICTION.

AGENTS PROVIDE INTERNAL AND PERIMETER SECURITY AT THE STATE'S EMERGENCY OPERATIONS CENTER DURING HEIGHTENED THREATS OF TERRORISM OR A DECLARED STATE OF EMERGENCY.

THE DIVISION PROVIDES EDUCATION AND INSTRUCTION TO ALCOHOLIC BEVERAGE SERVERS (LICENSEES AND EMPLOYEES), POLICE AGENCIES, AND COMMUNITY GROUPS.

SCHOOL AGE CHILDREN ARE ALSO EDUCATED ON THE DANGERS OF ALCOHOL AND TOBACCO.

AGENT QUALIFICATIONS/REQUIREMENTS

1. MUST POSSESS A HIGH SCHOOL DIPLOMA OR GED CERTIFICATE
2. MUST BE AT LEAST 21 YEARS OF AGE AT THE TIME OF APPOINTMENT
3. POSSESSION OF, OR ELIGIBILITY FOR, A STATE OF DELAWARE COUNCIL ON POLICE TRAINING CERTIFICATE
4. POSSESSION OF A VALID DRIVER'S LICENSE AT THE TIME OF HIRE AND DURING THE ENTIRE TENURE IN THE POSITION
5. SUCCESSFULLY PASS ALL PHASES OF THE DIVISION'S BACKGROUND, SELECTION AND TRAINING PROCESS
6. CREDIT HISTORY, CHARACTER, CRIMINAL & TRAFFIC RECORD, ASSOCIATES, PAST EMPLOYMENT, DRUG AND ALCOHOL USAGE, WILL BE VERIFIED DURING AN EXTENSIVE BACKGROUND INVESTIGATION AND POLYGRAPH EXAMINATION
7. WILLING TO WORK ANYWHERE IN THE STATE OF DELAWARE AND TO WORK ROTATING SHIFTS, NIGHTS, WEEKENDS AND HOLIDAYS
8. WILLING TO BE TRAINED IN THE USE OF FIREARMS AND CARRY A FIREARM IN THE NORMAL COURSE OF DUTY
9. WILLING TO DEAL WITH HOSTILE INDIVIDUALS AND WORK IN HOSTILE ENVIRONMENTS, OFTEN ALONE
10. MUST HAVE RECEIVED AN HONORABLE DISCHARGE FROM MILITARY SERVICE, IF APPLICABLE
11. NO CONVICTION FOR D.U.I., LEAVING THE SCENE OF A PERSONAL INJURY ACCIDENT, VEHICULAR ASSAULT, FALSE STATEMENT IN APPLYING FOR A DRIVER'S LICENSE, FAILURE TO STOP FOR A POLICE OFFICER. NO SUSPENSION OR REVOCATION OF DRIVER'S LICENSE WITHIN THREE (3) YEARS FROM THE DATE OF APPLICATION
12. NO FELONY CONVICTIONS, OR CONVICTION OF ANY OFFENSE WHICH WOULD PROHIBIT YOU FROM CARRYING OR POSSESSING A FIREARM
13. MUST BE COMPLETELY DRUG FREE FOR THREE (3) YEARS PRIOR TO THE DATE OF APPLICATION. DRUG FREE IS NO USAGE OF ANY CONTROLLED SUBSTANCE
14. NO USE OF A HALUCINOGENIC DRUG AT ANY TIME AND NO SALE, DELIVERY OR TRAFFICKING OF ANY NARCOTIC OR NON-NARCOTIC SUBSTANCE AT ANY TIME

APPLICATION PROCESS

APPLICATIONS FOR EMPLOYMENT ARE ACCEPTED ONLY WHEN VACANT POSITIONS EXIST. VACANT POSITIONS WILL BE POSTED ON THE STATE OF DELAWARE'S PERSONNEL WEBSITE. THE WEBSITE ADDRESS IS:

WWW.DELAWAREPERSONNEL.COM

SELECTION PROCESS

EACH STEP IN THE SELECTION PROCESS MUST BE SUCCESSFULLY COMPLETED OR THE APPLICANT WILL BE REMOVED FROM FURTHER CONSIDERATION:

1. COMPLETION OF A WRITTEN EXAM
2. COMPLETION OF AN ORAL INTERVIEW
3. COMPLETION OF AN EXTENSIVE BACKGROUND INVESTIGATION
 - THIS INCLUDES A POLYGRAPH EXAM
4. COMPLETION OF A PSYCHOLOGICAL EXAM
5. COMPLETION OF A PHYSICAL EXAM
6. COMPLETION OF A DRUG SCREENING
7. COMPLETION OF A 6-MONTH POLICE ACADEMY TRAINING PROGRAM

PROVIDING FALSE OR MISLEADING INFORMATION, OR OMITTING INFORMATION TO ANY INVESTIGATOR DURING ANY PART OF THE BACKGROUND, HIRING, OR SELECTION PROCESS, WILL AUTOMATICALLY DISQUALIFY THE APPLICANT FROM FURTHER CONSIDERATION

SALARY AND BENEFITS

ALL AGENT SALARY AND BENEFITS ARE GOVERNED BY THE STATE OF DELAWARE MERIT SYSTEM