

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMERCE COMMISSION POLICE OFFICER I

POSITION CODE: 08451

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under general supervision, functions at a developmental level in conducting specialized field investigations and law enforcement activities with all the powers of police officers, issuing citations to violators of the motor carrier of property provisions of the Illinois Vehicle Code which the Illinois Commerce Commission is charged with administrating; carries and is trained in the use of firearms; exercises powers of arrest with full law enforcement authority; renders assistance to police officers and other state and federal agencies as required in connection with Commerce Commission jurisdiction.

This is the developmental level of the series, where new Commerce Commission Police Officers who have successfully completed the agency approved training program including the Illinois Basic Police Training Program, gain practical experience and develop specialized knowledge of agency regulatory provisions, inspection and enforcement practices and techniques.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops skills in inspection and enforcement techniques; patrols an assigned geographic area and makes spot-checks of truckers at various points throughout the State; determines whether the motor carrier is for hire and is legally operating in a manner provided for under motor carrier of property provisions of the Illinois Vehicle Code; checks motor carrier units and equipment at weighing stations, trucking terminals and highway locations in Illinois for proper identification insignia, for a copy of authority to operate and for a franchise fee stamp of the current year; arrests violators following such checks; completes stop sheets giving type of violation, exact location, trucking company, name of operator, court date and other pertinent data on each carrier stopped, issues citations to violators; conducts compliance investigations at the motor carrier's place of business; examines financial data and other records relevant to the motor carrier's for-hire trucking operations; consults higher level officers or supervisors for interpretations or explanations of the Illinois Commercial Transportation Law in borderline or unusual situations.

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2. Writes warnings and citations for suspended, revoked or expired vehicle registrations or driver's licenses and for other law violations in conjunction with regular duties, in order to assist other law enforcement officers in law enforcement situations, which may present a danger to life and property, such as drunk driving or unsafe equipment; calls in State Police when available and advisable; gathers and tags evidence, completes violation reports and makes necessary contacts with judicial bodies for effective processing of cases needing jurisdiction; presents evidence and/or provides testimony in criminal and civil courts.
3. Develops specialized knowledge of agency, state and federal regulatory provisions for the trucking industry; performs compliance audits of motor carriers at their place of business to determine violations of Chapter 95 1/2, Section 18 of the Illinois Vehicle Code and Commerce Commission general orders, including the examination of the financial data relevant to the motor carrier's overall for-hire trucking operation.
4. Provides assistance for security and verification purposes to Commerce Commission Police Officers and/or the commission's staff who investigate commercial vehicle relocators who remove trespassing vehicles from private property by means of towing or otherwise (Section 18a of the Illinois Vehicle Code).
5. Makes routine field investigations concerning complaints filed in the Commerce Commission regarding the trucking industry; prepares and submits written reports of findings to supervisor.
6. Exercises arrest powers in cases of violation of the Illinois Vehicle Code and Commerce Commission general orders and appears in court as a witness providing factual testimony as evidence.
7. Makes simple interpretations and explanations of laws, regulations and procedures concerning Chapter 95 1/2, Section 18 of the Illinois Vehicle Code.
8. Performs other related duties as assigned or required which are reasonably within the scope of the duties enumerated above.

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DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree with coursework in law enforcement, criminal justice, social sciences and related areas or requires four years of training and experience as a law enforcement officer, motor carrier enforcement officer or commercial transportation investigator, or a combination of years of college and the above types of experience.

Requires successful completion of an approved training program which includes successful completion of the Illinois Basic Police Training Program.

Knowledges, Skills and Abilities

Requires working knowledge of officer's survival skills.

Requires a working knowledge of technical law enforcement skills.

Requires working knowledge of applicable Illinois revised statutes, applicable federal laws and administrative laws.

Requires ability to prepare comprehensive written and oral reports.

Requires working knowledge of Commerce Commission objectives, policies, programs and services as stated in the policy manual provided to the employee.

Requires working knowledge of conducting investigations, inspections, issuing warning and arrest citations, executing search and arrest warrants, seizing evidence and providing court testimony, as a state's witness.

Requires ability to work under adverse environmental and tactical conditions.

Requires ability to proficiently, operate and maintain equipment necessary to perform the assigned duties of the Commerce Commission Police Officer.

Requires ability to enforce all applicable state and federal laws and administrative rules.

Requires ability to understand and follow oral and written instructions.

Requires ability to work independently, to recognize and respond to emergency situations quickly and effectively.

Requires ability to maintain security and confidentiality during investigatory activities.

Requires ability to analyze and to evaluate data contained in financial records.

Requires ability to effect physical arrest.

Requires ability to establish and maintain satisfactory working relationships with the general public, other law enforcement officers, motor carrier organizations and other departmental employees.

Requires the possession and maintenance of an appropriate valid driver's license.