

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

COMMERCE COMMISSION POLICE OFFICER II

POSITION CODE: 08452

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction, conducts field investigations and law enforcement activities at the working level, 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; exercises powers of arrest with full law enforcement authority; carries and is trained in the use of firearms; conducts compliance audits at the motor carrier's place of business; conducts investigations with regard to Chapter 95 1/2, Section 18 of the Illinois Vehicle Code; serves as a resource officer; advises lower level officers in interpretation of the Illinois Commercial Transportation Law and in conducting field investigations; renders assistance to police officers and state and federal agencies as required in connection with Commerce Commission jurisdiction.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Arrests violators of the motor carrier of property provisions of the Illinois Vehicle Code and issues citations; writes warnings and citations for other law violations which might endanger life or property; 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 adjudication; appears in court as witness giving testimony or providing other needed evidence; provides guidance and information to lower level officers in their preparation for court appearances.
2. Conducts compliance investigations at the motor carrier's place of business; examines financial data and other records relevant to the motor carrier's overall for-hire trucking operations; maintains confidentiality of records and other material related to cases under investigation by the commission; assures security of all material and documents; determines violations of the Illinois Commercial Transportation Law; prepares written reports of findings; follows up with investigations for continual compliance.
3. Serves as a resource officer in advising lower level officers and by making interpretations and explanations of the Illinois Commercial Transportation Law; provides detailed training and direction to lower level officers in conducting investigations where there is more than one kind of operation; interprets provisions of the Illinois Commercial Transportation Law with full explanations of the Transportation Law in borderline situations; counsels lower level motor carrier enforcement officers on proper procedures and directions.

## COMMERCE COMMISSION POLICE OFFICER II (Continued)

4. Provides assistance, for security and verification purposes, to other Commerce Commission Police Officers and/or Commerce Commission staff who regulate the towing and removal of illegally parked vehicles within Cook or Du Page counties (Section 18a of the Illinois Vehicle Code).
5. Conducts field investigations of motor carrier operators and spot-checking of truckers at various points throughout the State to identify violators of the Commercial Transportation Law.
6. Interprets procedures and regulations to the public regarding the Commerce Commission's motor carrier of property enforcement program.
7. Recommends revisions in the statutes and procedures of administrative rules regarding motor carrier enforcement activities.
8. Performs other related duties as assigned or required which are reasonably within the scope of the duties enumerated above.

### 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 an additional two years of the above types of experience and successful completion of the Illinois Basic Police Training Program.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of motor carrier of property provisions of the Illinois Vehicle Code, Chapter 95 1/2, Section 18.

Requires extensive knowledge in organizing and preparing written and oral reports which might be used as legal evidence.

Requires extensive knowledge of communication techniques in using the telephone and radio for information, instruction and in summoning assistance in emergency situations.

Requires the ability to deal effectively with members of the public and motor carrier industry.

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

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