

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMERCE COMMISSION POLICE OFFICER TRAINEE

POSITION CODE: 08455

Effective: 6-16-01

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of nine to twelve months, receives Commerce Commission and Police Officer training consisting of 400 or more hours of comprehensive classroom instruction and individualized counseling, supplemented by additional field instruction and on-the-job experience in providing for public safety and professional enforcement of state laws with emphasis on the Illinois Commercial Transportation Law which is administered by the Illinois Commerce Commission.

Incumbents who do not successfully complete the prescribed police academy training will be terminated during the training period.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives classroom and on-the-job training in state and federal laws, including the, Criminal Code and Illinois Vehicle Code; receives additional instruction on the enforcement of state and federal laws and Commerce Commission rules while ensuring public safety.
2. Receives training in the technical application of investigative procedures, gathering and maintenance of evidence, arrest procedures and other relevant judicial processes, conducting investigations of violations and documenting and presenting evidence to the state's attorney to obtain search and/or arrest warrants; develops proficiency in providing testimony as a complainant or a state's witness in criminal or civil court; develops a working knowledge of procedures for issuing citations, effecting physical arrests, use of deadly force, posting bond, ensuring the individual's constitutional rights; observes coordination of joint law enforcement efforts with other police officers; receives instruction concerning the moral and ethical considerations in the professional use of these procedures as a police officer.
3. Receives training in how to effectively convey interpretations of applicable state and federal laws to the public; receives instruction in basic public relations in order to effectively represent the Commerce Commission.
4. Receives training in the use of law enforcement weapons (handguns, shotguns, baton), pursuit driving, two-way radio communications; receives instruction in effective oral and written communications, first aid and cardiopulmonary resuscitation, officer survival skills through simulated exercises and field training, e.g., self-defense, weapons retention, disarming and physical restraint of violators, and performing duties under adverse environmental conditions.

COMMERCE COMMISSION POLICE OFFICER TRAINEE (Continued)

5. Participates in simulated and actual field enforcement activities under the supervision of a senior police officer; receives daily oral and weekly written critiques of field performance during the department's required field training period.
6. Performs other duties as required or assigned 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.

Special Requirements as Condition of Employment

Police hazardous duty physician's medical examination.
 Comprehensive physical ability test.
 Character background check.
 Absence of any prior criminal history record, i.e., felony or major misdemeanor.
 Psychological testing.

Knowledges, Skills and Abilities

Requires elementary knowledge of Illinois commercial transportation laws and rules relative to motor carriers for hire.

Requires ability to understand and follow oral and written instructions.

Requires ability to become knowledgeable about various statutory and administrative laws.

Requires ability to learn to prepare comprehensive written and oral reports, and to use proper procedures in the writing and issuance of citations.

Requires ability to communicate effectively verbally and in writing.

Requires ability to effect physical arrest.

Requires ability to effectively provide professional court testimony.

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

Requires ability to develop a working knowledge of investigations and arrest, confiscation and handling of evidence, and prosecution procedures.

Requires ability to become proficient in the operation and maintenance of equipment necessary to perform the assigned duties of a Commerce Commission Police Officer.

Requires ability to explain division and commission objectives, policies, procedures, programs and services.

Requires ability to work under adverse environmental conditions.

Requires ability to maintain required physical ability standards.

Requires ability to become knowledgeable in officer survival skills.

Possession and maintenance of an appropriate valid driver's license.