

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS APPREHENSION SPECIALIST

POSITION CODE: 09750
Effective: 12-1-
02

DISTINGUISHING FEATURES OF WORK:

Under direction, conducts investigations and performs duties of a sensitive nature regarding escapes, A.W.O.L.'s, parole absconders, and other community risk situations; interviews employees, parolees, and other witnesses; takes depositions and statements and prepares extraditions and warrants; works closely with law enforcement agencies in locating and apprehending violators; assists in developing operational methods and techniques to rectify situations and testifies, as necessary, in hearings or court proceedings.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts investigations of and apprehends escapees, A.W.O.L.'s, runaways, parole absconders, and individuals failing to return from authorized absences as well as other sensitive community risks.
2. Interviews persons having information regarding escapes or apprehensions; maintains surveillance of suspected persons or premises; travels out of state to return escapees or absconders, or individuals being turned over to the department under the interstate compact.
3. Prepares comprehensive reports of findings and completes all formalities and technicalities needed to insure proper extradition of persons wanted by the State of Illinois and presently held in other jurisdiction.
4. Maintains liaison with local, county, state, and federal law enforcement agencies, courts and community agencies regarding apprehension matters.
5. Assists in the location and apprehension of parolees against whom warrants have been issued by Juvenile or Adult Division.

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS APPREHENSION SPECIALIST (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in criminal justice, law enforcement administration or related field.

Requires two years professional experience in law enforcement, correctional facility security, the criminal justice field, or investigative services in the armed services.

Requires written and spoken knowledge of the English language and may require ability to speak and write a foreign language, such as Spanish, at the colloquial skill level in order to communicate with non-English speaking persons.

Knowledges, Skills and Abilities

Requires extensive knowledge of basic investigative and apprehension principles and techniques.

Requires extensive knowledge of investigative methods of interviewing, observation, interrogation and apprehension.

Requires working knowledge of the functions and administration of a state correctional facility.

Requires working knowledge of court procedures, practices and rules of parole.

Requires ability to exercise judgment and discretion in applying departmental and institution policies and procedures.

Requires ability to make a systematic and thorough search for facts with particular attention to details and relationships of events.

Requires ability to apply and interpret laws and regulations relating to investigative jurisdiction.

Requires ability to prepare comprehensive reports and findings to corroborate all information and to establish accuracy and authenticity of facts and/or evidence.

Requires ability to use specialized apprehension techniques.

Requires ability to adapt apprehension methods, techniques and procedures to specific situations and to observe and record facts accurately about persons, objects, and events.

Requires ability to report facts accurately in a concise, logical and objective manner.

Requires ability to deal effectively with others and to gain their confidence and cooperation.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.