

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

POLICE OFFICER I

POSITION CODE: 32981
Effective: 11-1-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, during an assigned shift, performs law enforcement duties providing for the safety and protection of life and property facilities under the jurisdiction of the State of Illinois; performs duties involving crime and fire protection, security, traffic control, and preliminary incident investigations; carries firearms and exercises police powers as necessary to enforce federal and state laws, county and local ordinances.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Patrols assigned area by foot or vehicle, serving as a visible deterrent to crime and remain alert to any problems in regard to the safety, security and protection of property, personnel and visitors at a state facility; carries firearms and enforces federal and state laws and city and county ordinances as necessary.
2. Maintains peace and order on state property; provides general information and assistance to visitors of facilities and investigates suspicious activity and/or situations; performs or assists other police officers in thorough preliminary investigations into reported non-criminal disturbances and criminal activity to include all felonies, misdemeanors, local ordinances and petty crimes; notifies superior when circumstances require backup of investigative staff; provides backup response as requested.
3. At state complexes with parking and streets within agency authority, enforces parking regulations, regulates traffic, assures vehicles are safeguarded; detains violators and issues citations as necessary.
4. Apprehends suspect(s) and makes arrest(s) as necessary; transports arrested persons to police detaining facility for booking and temporary incarceration.
5. Inspects state facilities to ensure proper precautions are taken for fire protection; informs and stresses proper precautions for fire prevention to all agencies and commercial tenants occupying space at facilities; assists local fire fighting personnel in case of fire(s) with crowd control; periodically checks fire alarm system; checks building entries and exits to assure they are safe and secure; participates in building evacuation drills.

POLICE OFFICER I (Continued)

6. Prepares and submits thorough field reports, incident reports, records, and logs according to divisional procedures, prepares case for court presentation as necessary, provides testimony in court of law.
7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school.

Requires graduation from an accredited basic law enforcement academy with an Illinois certification as a police officer.

Requires one year of law enforcement experience as a police officer.

Knowledges, Skills and Abilities

Requires elementary knowledge of all applicable federal and state laws, county and local ordinances.

Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions.

Employees will be required to periodically demonstrate continuing physical proficiency as defined by departmental policy sufficient to carry out duties of the classification.

Employees will be required to periodically qualify with appropriate firearms as defined by departmental policy and applicable law including skill in the use, care, and safety of such weapons.

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

Requires ability to use courtesy, firmness, and tact in relations with general public and employees working in the facilities.

Requires ability to understand and follow written and oral instructions.

Requires ability to prepare complete accurate reports relevant to accidents, rule violations, arrests and other pertinent police and security matters.

Requires ability to testify in court accurately and succinctly.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.