

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

POLICE OFFICER II

POSITION CODE: 32982

Effective: 11-1-14

DISTINGUISHING FEATURES OF WORK:

Under general supervision, during an assigned shift, performs more difficult duties providing for the safety and protection of life and property in facilities under the jurisdiction of the State of Illinois; serves as a lead worker ensuring assignments are carried out effectively and according to departmental policy, serves as an investigative officer performing both preliminary and follow-up investigations for the solution of criminal and non-criminal activities at the facilities, assists in training of lower level staff in various in-house police and security measures necessary to enforce federal and state laws, county and local ordinances.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs assignments to the more difficult and responsible posts which require experienced, work-tested police officers, such as, posts that have had repetitive disruptive incidents or activities which affect peace and order of an office facility and/or its grounds; assists shift supervisor in assigning the work activities of police officers working special events or additional staff as necessary; maintains peace and order, investigates suspicious activity and/or situations, performs thorough preliminary investigations into reported non-criminal disturbances and criminal activity; takes charge of problem incidents when called to backup lower level staff and notifies superiors when circumstances require additional backup; remains in charge until a higher level officer arrives at the scene.
2. Serves as a lead worker, assigns and reviews work; provides work guidance and training to assigned staff; advises immediate supervisor regarding work performance of staff.
3. Serves as an investigative officer, conducts both preliminary and follow-up investigations of all felony, misdemeanor, local ordinance violations, and petty crimes; takes charge of investigations when called to assist officers in the field, performs surveillance and stakeout activities as necessary; serves as an evidence technician, independently gathers, identifies, analyzes, and preserves evidence, transfers evidence to storage ensuring security control preventing chain-of-custody contamination; maintains integrity of evidence until transfer to a state crime laboratory for analysis or to proper authorities for courtroom presentation following all requisite and prescribed procedures; interviews witnesses, victims and suspects; apprehends, arrests and interrogates arrested individuals.
4. Prepares, maintains, and submits thorough reports and records of incidents and activities following all required and prescribed procedures; develops and prepares necessary cases requiring courtroom presentation, provides courtroom testimony as necessary for the disposition of a case.

POLICE OFFICER II (Continued)

5. Assists shift supervisor in training of new police officers, performs on-scene orientation of assigned posts, provides detailed information on procedures and methods used in responding to calls for the safety and protection of buildings and their occupants; monitors the reaction to and action taken by the officer in training, reports observations to shift supervisor for his/her evaluation.
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 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 two years of law enforcement experience as a police officer.

Knowledges, Skills and Abilities

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

Requires working knowledge of search and seizure and gathering and preservation of evidence.

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

Requires working knowledge of criminal behavior, methodology and operations.

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 effectively.

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

Requires ability to direct the skillful and complete processing of crime scenes ensuring the utilization of proper methods in the handling of evidence to prevent the occurrence of chain-of-custody contamination.

Requires ability to perform interrogation of suspected criminals ensuring adherence to proper procedures.

Requires ability to understand and follow written and oral instructions and to relate information clearly and accurately as necessary.

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

Requires ability to testify in court accurately and succinctly.

Requires ability to have 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.