

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

POLICE OFFICER III

POSITION CODE: 32983
Effective: 11-1-14

DISTINGUISHING FEATURES OF WORK:

Under direction, on an assigned shift, supervises a small group of police officers in a patrol unit of an armed police force providing for the safety and protection of life and property in facilities under the jurisdiction of the State of Illinois; assigns police personnel to specific posts and work details; makes periodic inspections of posts to ensure continued safety and protection measures; evaluates the daily activities of assigned personnel; prepares detailed and thorough incident reports; receives and reviews incident reports; makes recommendations for effective reporting techniques; may serve as the hazardous device or tactical team supervisor; supervises the maintenance of office records.

ILLUSTRATIVE EXAMPLES OF WORK:

1. On an assigned shift and serving in the shift supervisor capacity, supervises and evaluates the work activities of a staff of police officers performing patrol duties providing for the safety and protection of life and property in facilities under the jurisdiction of the State of Illinois; administers and enforces safety and protection measures for assigned personnel and is accountable for the efficiency and discipline of subordinate personnel on an assigned shift.
2. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes goals and objectives; approves time off; prepares and signs performance evaluations.
3. Assigns patrol and security personnel to specific areas in a state facilities, conducts periodic inspection tours of various posts ensuring safety and protection services by subordinates are performed in an effective and professional manner; supervises and participates in investigating problem incidents reported by subordinate police officers and recommends or takes appropriate action; as necessary, makes on-site arrests and serves warrants for violations of federal and state laws, or city and county ordinances; prepares case reports for appropriate prosecuting agency and provides testimony in a court of law.
4. Prepares detailed and thorough incident reports; receives, reviews and recommends to staff effective techniques for thorough completion of their required reports; reviews the contents of reports with Watch Commander drawing attention to problem areas and crime patterns.

POLICE OFFICER III (Continued)

5. May additionally serve as the hazardous device or tactical team supervisor as designated; develops and recommends related operating procedures, ensures proper training of assigned staff; may serve as supervisor and staff coordinator on special events such as political demonstrations.
6. Supervises the maintenance of office records and works jointly with other shift supervisors to maintain a detailed and efficient record system; maintains confidential files pertaining to cases under investigation and ensures the security of such information.
7. 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 three years of law enforcement experience as a police officer.

Knowledges, Skills and Abilities

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

Requires extensive knowledge of criminal investigation, evidence gathering and preservation.

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

Requires working knowledge of public relations techniques and practices.

Requires working knowledge of supervisory techniques and practices.

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 plan, coordinate and direct the efforts of a small staff.

Requires ability to analyze and respond to emergency situations quickly and effectively, and to justify and document courses of action taken.

Requires ability to use courtesy, firmness, and tact in dealing with the general public and subordinate staff.

Requires ability to provide sound leadership to subordinate staff.

Requires ability to communicate effectively both orally and in writing.

Requires ability to prepare clear and concise reports substantiated by all required documentation and to ensure like preparation from subordinate staff.

Requires ability to testify in court accurately and succinctly.

Requires advanced skill in the care and use of firearms and related weapons.

Requires ability to train subordinate personnel in police security measures, inspection procedures and safety practices.