

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE POLICE FIELD SPECIALIST I

POSITION CODE: 42001
Effective: 1-1-00

DISTINGUISHING FEATURES OF WORK:

Under general supervision, receives assignments of increasing difficulty and complexity; participates with higher level field specialists in consulting with local criminal justice agencies to ensure an efficient and effective uniform crime statistics reporting program; travels extensively throughout areas of the State to encourage criminal justice agencies to participate in the legislatively mandated Criminal Identification and Investigation Act and the Firearms Owner's Identification Act; develops an ability to conduct Criminal History Record Information (CHRI), Law Enforcement Agency Data Systems (LEADS) training, other related law enforcement systems or program training and assistance to local and state law enforcement agencies; reviews and analyzes statistical submissions and criminal identification records; suggests improvements; assists local jurisdictions in data interpretation; develops and maintains close working relationships with assigned criminal justice agencies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists senior workers in consulting with local criminal justice agencies within the state in order to monitor their crime reporting operation under the appropriate Act; guides and assists these agencies in maintaining an efficient and effective uniform crime reporting system.
2. Identifies procedural problems which affect the efficient operation of various criminal justice and communications systems; suggests procedural improvements within the individual agencies which will assist them in submitting the required information.
3. Develops an ability to conduct CHRI and LEADS training programs, workshops and conferences for the participants of the crime reporting program; provides instruction on how to make clear fingerprint records.
4. Participates in and personally presents assigned portions of training to local and state sworn officers, cadets, terminal and non-terminal communications personnel; explains the different information systems, probable cause of arrest as it relates to records and which records can be maintained.
5. Assists in conducting LEADS and CHRI audits of local criminal justice agencies to ensure compliance with state and federal rules, regulations and policy.

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6. Identifies operational and procedural problems experienced by local agencies in reporting crime statistics.
7. Promotes the philosophy, policies, standards and the legal requirements of the various system to agencies; contacts nonparticipants to encourage their cooperation; reports status to immediate supervisor and makes recommendations concerning operational problems and uncooperative agencies.
8. Attends meetings with local officials, police chiefs and county sheriffs to explain the capabilities of the CHRI System in order to make purchase decisions; periodically visits each law enforcement agency to assure the smooth flow of information and materials to and from the agency.
9. As assigned, researches, develops, writes and recommends reference manual revisions and articles for newsletters; recommends subject material for directives and special bulletins.
10. Assists the Law Enforcement Agency Data System staff and local agencies in matters relating to computerized records validation and quality control.
11. Maintains training records and problem solving logs; prepares and submits weekly activity reports; forwards system enhancement suggestions and computer program problems to supervisor.
12. Operates a vehicle to travel to assigned districts, agencies and other meetings.
13. 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 four years college with major coursework in communications, computer science, criminal justice, criminology, law enforcement administration, psychology, public administration, sociology, speech, statistics or related coursework; Telecommunicator Call Taker experience accepted year-for-year for required college.

Requires two years of professional experience in the criminal justice field, such as a law enforcement officer, crime statistician, probation and parole officer; Telecommunicator Call Taker experience accepted on a two-year-for-one-year basis for required professional experience.

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Knowledges, Skills and Abilities

Requires extensive knowledge of criminal history record information filing and record systems, terminology and concept.

Requires working knowledge of law enforcement communications procedures, law enforcement computer systems (LEADS, NLETS, NCIC, CHF), law enforcement filing and records systems, law enforcement terminology and concepts.

Requires working knowledge of the uses of the personal computer for capturing information and completing reports.

Requires working knowledge of various categories of criminal laws, adjudication and punishment, sufficient to analyze court dispositions of arrest cases and related processes and records maintenance.

Requires working knowledge of statistics and methods of obtaining and presenting such information.

Requires elementary knowledge of training techniques and procedures.

Requires possession of a valid driver's license, free from incidents which could result in license suspension or revocation.

Requires ability to successfully complete the ISP LEADS Operator Certification Program (LOCP).

Requires ability to identify and document procedural problems affecting the operation of the various systems.

Requires ability to participate in training programs, workshops and conferences held for criminal justice agencies throughout the state.

Requires ability to suggest operational improvements to job related systems.

Requires ability to identify operational problems based on verbal descriptions and/or LEADS administrative messages.

Requires ability to develop, install and evaluate new and revised training methods, procedures and techniques for assigned law enforcement computer systems.

Requires ability to present ideas effectively, both orally and in writing.

Requires ability to construct training demonstration charts and visual aids.

Requires ability to gain and maintain satisfactory working relationships with other employees and with officials and employees of Illinois state and local law enforcement agencies.

Must be able to operation a vehicle for travel and to accept overnight assignments anywhere in Illinois.