

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

STATE POLICE FIELD SPECIALIST II

POSITION CODE: 42002

Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK:

Under direction at a full working level, consults 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; provides training and technical assistance to local and state law enforcement agencies in radio operating procedures and their participation in the Law Enforcement Agency Data Systems (LEADS), Traffic Information Planning System (TIPS/CAD) Computer Aided Dispatch, and other related law enforcement systems or programs; teaches operation of communication equipment; reviews and analyzes statistical submissions and criminal identification records; suggests improvements; assists local jurisdictions in data interpretation; serves as project leader for activities requiring additional staff to complete assignment.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develops and provides training for local and state agency computer terminal operators pertaining to the operation of LEADS - National Criminal Information Center hot files response interpretation; teaches interagency communications methods, equipment, computer files maintenance; conducts training programs, workshops and conferences for the participants of the crime reporting program; provides instruction on how to make clear fingerprint records; assists the LEADS and LEADS terminal users with computerized records validation and quality control.
2. Consults with local criminal justice agencies within the state in order to monitor their crime reporting operation under the appropriate act; assists these agencies in maintaining an efficient and effective uniform crime reporting system.
3. Identifies procedural problems which affect the efficient operation of various criminal justice and communications systems and suggests procedural improvements within the individual agencies which will assist them in submitting the required information.
4. Provides training to local and state sworn officers, cadets and nonterminal communications personnel; explains the different information systems, probable cause of arrest records; records entry criteria.

## STATE POLICE FIELD SPECIALIST II (Continued)

5. Provides courtroom testimony in cases where accessing Illinois State Police's Criminal History Records (CHR) by use of the LEADS System is in question and which may involve questions about possible illegal access/retrieval of records and other procedural improprieties; testifies in disciplinary hearings before Police and Fire Commissions for similar purposes described above. Conducts CHRI and LEADS audits.
6. Analyzes crime statistics collection procedures; recommends solutions; assists in the revision and modification of forms used for reporting crime data.
7. Promotes the philosophy, policies, standards and the legal requirements of the various systems to agencies; contacts nonparticipants to encourage their cooperation; makes recommendations concerning operational problems and uncooperative agencies; ensures appropriate resolution of problem(s).
8. Attends meetings with local officials, police chiefs and county sheriffs to explain the capabilities of the LEADS System in order to make purchase decisions; periodically visits each law enforcement agency to assure the smooth flow of information and materials; coordinates the use of LEADS, TIPS, NLETS, NCIC, CHF, CCH, FOID.
9. Answers questions and solves problems for law enforcement agencies pertaining to terminal or wire services trouble, LEADS and other law enforcement computerized files and systems, the "911" law, and security and privacy regulations.
10. Researches, develops, writes and recommends reference manuals revisions and newsletter articles; recommends subject material for directives and special bulletins.
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 an agency assigned vehicle for work purposes and ensures proper fluid levels, tire pressure and other preventative maintenance; maintains service record.
13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## STATE POLICE FIELD SPECIALIST II (Continued)

## 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 three years of professional experience in the criminal justice field, such as a law enforcement officer, parole and probation officer, crime statistician (preferably including one year of professional experience such as could be gained at the State Police Field Specialist I); Telecommunicator Call Taker experience accepted on a two-year-for-one-year basis, to a maximum of a total of two years, for required professional experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of law enforcement communications procedures, FCC rules and regulations, law enforcement computer systems (LEADS, TIPS, NLETS, NCIC, CHF, CCH), law enforcement filing and records systems, law enforcement terminology and concepts, security and privacy regulations and "911" law.

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 working knowledge of training techniques and procedures.

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 and document procedural and technical problems encountered by law enforcement employees relating to two-way radio, teletype and computer terminal operations.

Requires ability to provide expert testimony in court proceedings, before police and fire commissions and at local government meetings.

## STATE POLICE FIELD SPECIALIST II (Continued)

Knowledges, Skills and Abilities (continued)

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

Requires ability to conduct training programs and otherwise provide for the professional development of trainees and local and state agency personnel in two-way radio, teletype and computer terminal operators.

Requires ability to develop, install and evaluate new and revised LEADS, TIPS, NLETS, NCIC, CHF and CCH training methods, procedures and techniques.

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 federal, state and local law enforcement/criminal justice agencies.

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

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