

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE POLICE INSPECTOR

POSITION CODE: 42100
Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs highly responsible confidential investigative and law enforcement work as a member of the Illinois State Police. Investigates individuals, groups and organizations known for or suspected of violating state, federal, or international criminal statutes pertaining to activities such as terrorism, organized crime, crimes against property and persons, vice, narcotics trafficking and the financing of criminal activities; employs highly specialized and technical law enforcement techniques in making arrests and documenting evidence for use in prosecutorial actions; conducts specialized electronic surveillance; provides electronic counter-surveillance measures for government officials; collaborates with other law enforcement personnel from local, other state, and federal law enforcement agencies in complex criminal investigations; serves as a resource and liaison with other law enforcement agencies providing investigative and informational assistance; serves as a project leader; prepares operational plans and directs members of task forces consisting of law enforcement personnel from local, state or federal agencies; provides instruction and training in law enforcement techniques, tactics and operational planning to other investigative personnel; serves as a working supervisor for subordinate staff; develops and implements investigative and administrative procedures; researches investigative techniques and technology that may enhance investigations and develops methods to provide training on innovative methods and techniques; travels as necessary to meet the operational needs of the agency and operates a state vehicle in the performance of investigative duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Determines technical operation plans in criminal investigations; serves as project leader and directs other law enforcement personnel in the field in the utilization of innovative and contemporary investigative strategies, techniques and equipment; makes operational decisions for other law enforcement personnel while engaged in investigative, surveillance and/or arrest activities; develops, coordinates and conducts specialized training for the Illinois State Police and other law enforcement personnel in the utilization of innovative and contemporary investigative techniques and equipment; attends seminars to receive ongoing instructions and interpretation of state and federal criminal statutes, investigatory procedures, and advanced law enforcement approaches.

STATE POLICE INSPECTOR (continued)

2. Participates in sensitive and covert operations which may involve high-level officials and other law enforcement personnel alleged to have engaged in criminal activity; investigates individuals, groups and organizations known for or suspected of violating state, federal, or international criminal statutes pertaining to activities such as terrorism, organized crime, crimes against property and persons, vice, narcotics trafficking and the financing of criminal activities; employs specialized law enforcement techniques in making arrests and documenting evidence for use in prosecutorial actions; develops and implements investigative and administrative procedures and protocols governing operations; tracks and recommends budgets and expenditures governing operations; prepares and obtains statements, exhibits, reports and other information or data of an evidentiary nature for use in the investigation, arrest and/or prosecution of cases in a court of law; may testify as needed in a court of law regarding evidence or techniques
3. Trains key undercover personnel and informants utilized on criminal investigations; selects, installs, operates, and maintains electronic surveillance equipment utilized in complex criminal investigations; performs covert installation and maintenance of eavesdropping equipment; conducts authorized electronic surveillance counter-measures for government to ensure security of sensitive communications; demonstrates equipment and prepares training and review materials to enhance the effectiveness of the instruction; participates in the identification, evaluation, and procurement of electronic surveillance equipment; conducts audio evidence enhancement techniques.
4. 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 annual goals and objectives; approves time off; prepares and signs performance evaluations.
5. Assists officers of the court in the preparation of court orders and provides advice on legal and operational matters; serves as a resource and liaison with other law enforcement agencies providing investigative and informational assistance; safeguards and handles evidence properly to maintain the chain of custody for admissibility in court; testifies to the accuracy and authenticity of investigatory and surveillance strategies and techniques as required and directed by the court.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

STATE POLICE INSPECTOR (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law enforcement, criminal justice, law, government, liberal arts, history, business administration, or public administration.

Requires three years of professional experience in law enforcement investigation or related field.

Knowledges, Skills and Abilities

Requires thorough knowledge of modern law enforcement investigatory concepts and techniques.

Requires thorough knowledge of state, federal, and local criminal laws and regulations.

Requires thorough knowledge of the rules of evidence in criminal law.

Requires thorough knowledge of the modern methods and procedures of criminal intelligence research, investigation and analysis.

Requires extensive knowledge of agency programs and service objectives, activities and operational systems.

Requires ability to direct and coordinate the activities of other investigative staff.

Requires ability to recognize and gather appropriate statements, exhibits and materials acceptable for use in prosecution of cases or disciplinary action.

Requires ability to prepare case reports for referral to prosecuting agency.

Requires ability to maintain security during investigatory activities.

Requires ability to exercise discretion and judgment and to apply and interpret agency policy and procedures.

Requires ability to communicate clearly, concisely, and logically, both orally and in writing.

Requires possession of an appropriate valid driver's license or the ability to travel.

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.