

POLICE SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3086(2786)	Police Officer	13	069	12 mo.		Rev.
2787(0951)	Police Corporal	13	069	12 mo.		Rev.
3081(3266)	Police Sergeant	13	069	12 mo.		Rev.
3076(2755)	Police Lieutenant	03	069	12 mo.		Rev.
3068(0629)	Police Captain	03	069	12 mo.		Rev.
2788(0731)	Police Major/*Deputy Chief	03	069	12 mo.		Rev.

**Denotes Alternate Title for class*

Promotional Line: 144

Series Narrative

Employees in positions allocated to this series safeguard lives and personal property by enforcing applicable State statutes, city or county ordinances, and university regulations. At higher levels of the series, they supervise or administer varying segments of the campus public safety operations. They may also become involved in maintaining liaisons with other safety or security agencies, in the development and implementation of contingency plans for emergencies, and in the establishment/maintenance of good community relations.

Employees in this series typically –

- patrol assigned areas
- investigate incidents
- make arrests
- direct vehicle or pedestrian traffic
- respond in emergency public safety situations
- orally communicate with diverse publics
- write reports
- promote good university/ community relations
- cooperate with other safety or public safety personnel (such as public safety guards, residence hall attendants, fire fighters, or local police authorities)

DESCRIPTIONS OF LEVELS OF WORK

Level I: Police Officer

3086

Employees in positions allocated to this level safeguard lives and property by enforcing applicable laws and regulations and promoting good university/community relations. They work under general supervision of higher level personnel.

A Police Officer typically –

1. patrols assigned post, investigates incidents, and makes arrests on view or on warrant violations of State statutes, city and county ordinances, or university regulations

2. conducts investigations, as required, and submits reports to supervisors of infractions of rules and regulations of the university, State laws, and city and county ordinances
3. directs vehicle and pedestrian traffic and enforces parking and traffic rules and regulations
4. investigates and reports obstructions in streets and sidewalks, holes, leaking or faulty utility services, or other unusual conditions that might endanger the public safety
5. controls pedestrian traffic
6. assists local police agencies during emergencies
7. performs other related duties as assigned

Level II: Police Corporal**2787**

Employees in positions allocated to this level supervise a group of Police Officers assigned to a mutual work period and having a common type of activity. They work under general supervision of higher level personnel.

A Police Corporal typically –

1. supervise the work activities of other designated personnel assigned to a mutual work period and having a common activity in order to assure fulfillment of public safety needs
2. participates in the activities carried out by other Police Officers assigned to the work group
3. maintains contact with superior; transmits and assures compliance with special instructions for the work group
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level III: Police Sergeant**3081**

Employees in positions allocated to this level coordinate and supervise the activities of all designated personnel assigned to a common activity and/or mutual work periods. They work under direction from higher level personnel.

A Police Sergeant typically--

1. supervises and coordinates the activities of designated personnel in order to assure compliance with department goals, policies and procedures, as well as with specific individual instructions
2. schedules, or assists in scheduling, designated personnel to provide adequate workforce coverage for vacations, sickness, court appearances, special public events, etc.
3. assists in the development of operational policies and plans
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level IV: Police Lieutenant**3076**

Employees in positions allocated to this level are responsible for assisting in the overall management of police activities and personnel. They work under general direction from higher level personnel.

A Police Lieutenant typically –

1. manages and supervises the activities of designated personnel
2. assumes responsibility for meeting institutional public safety requirements by maintaining effective work performance and workforce utilization
3. develops and implements operational policies and procedures
4. provides effective response to emergency public safety needs
5. performs other related duties as assigned

Level V: Police Captain**3068**

Employees in positions allocated to this level are responsible for the continuing administration of major operations or organizational segments of a public safety department. They work under administrative direction from higher level personnel.

A Police Captain typically –

1. determines operational goals of the activity necessary to meet public safety needs of the institution
2. supervises designated personnel
3. ensures development, implementation, revision and enforcement of operating policies and procedures
4. assumes the duties and responsibilities of the operational head of the public safety department during absences
5. provides effective response to emergency public safety needs
6. performs other related duties as assigned

Level VI: Police Major/*Deputy Chief**2788**

Employees in positions allocated to this level act as a direct assistant to the head of an institutional public safety operation, continuously assigned and responsible for various managerial duties delegated by the operational head. They work under administrative direction from the department head or higher level personnel.

A Police Major/*Deputy Chief typically –

1. determines organizational goals necessary to meet public safety needs of the institution
2. manages and supervises the work performance of subordinate management and supervisory level personnel
3. provides effective response to emergency public safety needs
4. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATION REQUIRED FOR ENTRY INTO ALL LEVELS:**CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:**

1. High school graduation or equivalent.
2. Possession of a valid driver's license.
3. No record of conviction of a felony, **or certain misdemeanors as identified in the Illinois Police Training Act (50 ILCS 705 et seq.)**, or a crime involving moral turpitude.
4. Eligibility for bonding, if required by the employing institution.
5. Successful completion of the Basic Law Enforcement Officers Training course as prescribed by the Illinois Law Enforcement Training & Standards Board, if required by the employing institution. All recruit law enforcement officers who successfully complete this course after September 1, 1984 are required to successfully pass the Law Enforcement Officers Certification Examination. (Applicants lacking such training at time of appointment will be required to complete such requirement during, and as a part of, their probationary period of employment in this class.)
6. Must be at least 21 years of age upon employment. (This requirement may be further defined by local recruitment, examination, and employment policies, provided age requirements have been met with regard to all other applicable state and federal regulations in this respect.)

NOTE: *Persons who have not successfully completed the mandated firearm training course, as approved and recognized by the Illinois Law Enforcement Training & Standards Board, must complete the course during their probationary period. Police officers are not authorized to carry a service weapon until successfully completing such training.*

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB:

1. Good character.
2. Ability to develop and maintain working knowledge of Illinois Criminal Statutes, Illinois vehicle code, local ordinances, University rules and regulations, and civil law related to the police mission.
3. Ability to develop and maintain working knowledge of University community geography.
4. Ability to develop and maintain working knowledge of University Police Department directives.
5. Ability to develop and maintain working knowledge of modern approved principles, practices, and procedures of police work.
6. Ability to understand and carry out verbal and written instructions.
7. Ability to verbally communicate effectively during normal conditions and stressful and emergency circumstances.
8. Ability to operate a vehicle in a safe manner during normal conditions and stressful and emergency circumstances.

9. Ability to develop and maintain skill in the use of firearms and other defensive tactics (weapons and unarmed).
10. Ability to enforce laws, ordinances, rules and regulations with tact, impartiality, and firmness.
11. Ability to mentally and physically react effectively, quickly, calmly, and rationally during time of conflict and emergencies.
12. Ability to gather information and prepare complete, concise, and accurate reports.

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED

Level I: Police Officer

3086

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

None

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

None

Level II: Police Corporal

2787

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Meet one of the following two job experience requirements:

- a. One (1) year of **continuous full-time experience** as a police officer with the **same** federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

OR

- b. **One (1) consecutive year of active military duty.**

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, report preparation, and safety practices.

Level III: Police Sergeant

3081

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. **Associate degree (60 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.**

2. Meet one of the following two job experience requirements:
 - a. Twenty-four (24) months of continuous full-time experience as a police officer with the same federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

OR

- b. Twenty-four (24) consecutive months of active military duty.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, report preparation, and safety practices.

Level IV: Police Lieutenant

3076

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Bachelor's degree (120 semester credit hours) granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. Meet one of the following two job experience requirements:
 - a. Four (4) years of continuous full-time experience as a police officer with the same federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system, with at least one (1) year of supervisory experience in the field.

OR

- b. Four (4) consecutive years of active military duty, with a least one (1) year of supervisory experience.

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.
3. Ability to plan, coordinate and direct the efforts of a police staff.
4. Working knowledge of supervisory techniques and practices.
5. Working knowledge of public relations techniques and practices.

Level V: Police Captain**3068**

ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. **Bachelors degree (120 semester credit hours)** granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
 2. **Meet one of the following two job experience requirements:**
 - a. **Six (6) years of continuous full-time experience** as a police officer with the **same** federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system **with at least** two (2) years of supervisory experience in the field.
- OR
- b. **Six (6) consecutive years of active military duty, with at least two (2) years of supervisory experience.**

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. **Ability to provide sound leadership to subordinate staff.**
2. **Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.**
3. **Ability to plan, coordinate and direct the efforts of a police staff.**
4. **Working knowledge of supervisory techniques and practices.**
5. **Working knowledge of public relations techniques and practices.**

Level VI: Police Major/*Deputy Chief**2788**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. **Bachelor's degree (or 120 semester credit hours)** granted by an accredited institution of higher education, preferably in police science, law enforcement, or other police or law curriculum.
2. **Meet one of the following two job experience requirements:**
 - a. **Eight (8) years of continuous full-time experience** as a police officer with the **same** federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system with **at least** three (3) years of supervisory experience in the field.

OR

- b. **Eight (8) consecutive years of active military duty, with at least three (3) years of supervisory experience.**

ADDITIONAL DESIRED PERSONAL ATTRIBUTES:

1. Ability to provide sound leadership to subordinate staff.
2. Ability to train subordinate personnel in police security measures, inspection procedures, and safety practices.
3. Ability to plan, coordinate and direct the efforts of a police staff.
4. Working knowledge of supervisory techniques and practices.
5. Working knowledge of public relations techniques and practices.

Note: Educational credit given only for coursework taken at a college/university accredited by one of the following associations:

*Middle States Association of Colleges and Schools
North Central Association of Colleges and Schools
New England Association of Schools and Colleges
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and College*

Note: Upon an employee's request, a waiver of educational requirements for supervisory positions can be submitted and considered for current police officers originally and continuously employed by the university prior to July 1, 2009.