

## POLICE SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Class Spec Effective Date</b>	<b>Exam Effective Date</b>	<b>Last Action</b>
3086	Police Officer	01	069	12 mo.	06/01/10	12/15/15	Rev.
2787	Police Corporal	01	069	12 mo.	06/01/10	01/01/16	Rein./Rev.
3081	Police Sergeant	01	069	12 mo.	06/01/10	04/15/15	Rev.
3076	Police Lieutenant	03	069	12 mo.	08/15/13	04/15/15	Rev.
3068	Police Captain	03	069	12 mo.	06/01/10	08/04/08	Rev.
2788	Police Major/*Deputy Chief	03	069	12 mo.	06/01/10	08/04/08	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 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;

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**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. supervises 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 all duties normally required in the lower levels of the Police Officer series as necessary;
6. performs other related duties as assigned.

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**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 general direction from higher level personnel where objectives are defined and work is reviewed on the basis of meeting objectives. The extent of decision making judgment used to carry out the job duties is to interpret and apply broad discretion and to serve as a technical authority in the application of methods. Employees at this level have access to department-level confidential data (i.e., student data, staff/personnel files, police reports).

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. provides effective response to emergency public safety needs; renders emergency medical assistance as necessary;
3. supervises and coordinates the investigation of civil and criminal cases, conducting interviews, offering guidance and expertise to investigators, and ensuring that procedures are conducted in accordance with laws and regulations;
4. directs collection, preparation, and handling of evidence and personal property of arrested offenders;
5. patrols the University community; identifies criminal offenders and criminal activity; apprehends offenders and makes arrests;
6. maintains logs, prepares, reviews, and approves reports, and directs the preparation, handling, and maintenance of departmental records;
7. assigns and briefs Police Officers at the beginning of a shift;
8. cooperates with court personnel and officials from other law enforcement agencies; testifies in court as necessary;
9. schedules, or assists in scheduling, designated personnel to provide adequate workforce coverage for vacations, sickness, court appearances, special public events, etc.;
10. assists in the supervision or, in the absence of a superior, commands special event details such as Sporting Events, Concerts, Parades, etc.;
11. enforces building security;
12. identifies and meets training needs related to proper police work procedures;
13. assists in the development of operational policies and plans;
14. directs traffic; conducts motor vehicle accident investigations; enforces traffic laws;
15. may monitor and evaluate the job performance of subordinates; may authorize promotions, transfers, and discharges; may investigate and resolve personnel problems within police department;
16. may perform the functions and duties of the superior officer during scheduled and non-scheduled absences;
17. investigates charges of misconduct against Police Officers;
18. supervises and assists Police Telecommunicators;

19. performs all duties normally required in the lower levels of the Police Officer series as necessary;
20. 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; organizes and structures work ; participates in the hiring and promotional process;
2. insures the proper appearance, performance of duty, and conduct of all subordinates; develops and maintains employee performance records and recommends disciplinary action when necessary;
3. conducts disciplinary investigations of infractions, poor performance, conduct and investigates complaints of officers;
4. assumes responsibility for meeting institutional public safety requirements by maintaining effective work performance and workforce utilization;
5. develops and implements operational policies and procedures; represents the department to the public and other governmental and private agencies;
6. provides effective response to emergency public safety needs;
7. oversees the organization of security for special events that involve large groups of people (e.g., athletic events, graduations, concerts, or protests);
8. writes reports concerning law enforcement activities as well as incidents of concern to the university;
9. assists in the development of the departmental budget and in the fiscal management of the agency;
10. performs all duties normally required in the lower levels of the Police Officer series as necessary;
11. 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 all duties normally required in the lower levels of the Police Officer series as necessary;
7. 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 all duties normally required in the lower levels of the Police Officer series as necessary;
5. 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 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.*

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Integrity (Being honest and ethical.)
2. Knowledge of Principles, Practices, and Procedures of Police Work (Ability to develop and maintain working knowledge of principles, practices, and procedures of police work (such as Illinois Criminal Statutes, Illinois vehicle code, local ordinances, University rules and regulations, and civil law related to the police mission.))
3. Verbal Communication (Ability to verbally communicate effectively during normal as well as stressful and emergency circumstances; ability to communicate clearly in writing, using correct grammar and spelling.)
4. Decision Making and Problem Solving (Ability to analyze information and evaluate the potential results to choose the most appropriate solution.)
5. Verbal Comprehension (Ability to understand and carry out oral and written instructions.)
6. Information Seeking (Ability to pay attention to detail; gather and arrange information; and prepare complete, concise, and accurate reports.)
7. Conflict Management (Ability to handle complaints, settle disputes, and resolve grievances and conflicts.)
8. Knowledge of areas such as (but not limited to) psychology and customer service.
9. Defensive Techniques (Ability to develop and maintain skill in the use of firearms and other defensive techniques (armed and unarmed.))
10. Vehicle Operation (Ability to operate a vehicle in a safe manner during normal as well as stressful and emergency circumstances.)
11. Computer Skills (Ability to use computer hardware and software (such as charting, data base, and word processing software).)

12. Ability to develop and maintain working knowledge of University community geography.
13. Ability to enforce laws, ordinances, rules and regulations with tact, impartiality, and firmness.
14. Ability to mentally and physically react effectively, quickly, calmly, and rationally during time of conflict and emergencies.

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED

**Level I: Police Officer** **3086**

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ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

None

**Level II: Police Corporal** **2787**

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ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. One (1) year (12 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

**Level III: Police Sergeant** **3081**

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ADDITIONAL CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER:

1. Associate degree (or 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. Two (2) years (24 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system.

**Level IV: Police Lieutenant** **3076**

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ADDITIONAL 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. Four (4) years (48 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system, with at least one (1) year (12 months) of supervisory experience in the field.

**Level V: Police Captain****3068**

ADDITIONAL 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. Six (6) years (72 months) of full-time experience as a police officer with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system with at least two (2) years (24 months) of supervisory experience in the field.

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

ADDITIONAL 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. Eight (8) years (96 months) of full-time experience as a police officer in with a federal, state, county, college or university, municipal, or public institutional police organization having a recognized merit system with at least three (3) years (36 months) of supervisory experience in the field.

**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 Colleges*

**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 state university system prior to June 1, 2010.