

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

CAPITOL POLICE INVESTIGATOR – TRAINEE

Position Code: K1217

DISTINGUISHING FEATURES OF THE CLASS

Under immediate supervision, for a period not to exceed twelve months, participates in an extensive training program in order to gain the knowledge and abilities necessary to be a Police Officer; attends formal classroom and in-depth basic field training in relation to the safety and protection of life and property in state offices under the jurisdiction of the Office of the Secretary of State; participates in on-the-job training on pertinent policies, procedures and rules of the Office of the Secretary of State, Department of Police.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Attends formal classroom training to learn the principles and practices pertaining to protective service techniques, the care and use of firearms, first aid, self-defense, report writing, telecommunications equipment, motor vehicle operation, etc.
2. Observes and participates in enforcement activities; receives on-the-job training in order to gain familiarity with the day to day operations involved with the Department of Police.
3. Receives training in human relations and interpersonal relations skills to effectively maintain good public relations with members of the public, co-workers, and members of the criminal justice system.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of sixty (60) semester hours of college, preferably with coursework in law enforcement, criminal justice, law, government or related field. Relevant experience may be substituted for the college requirement on a year for year basis. **Past criminal or traffic convictions can affect eligibility.**

CAPITOL POLICE INVESTIGATOR – TRAINEE (Continued)

Knowledge, Skills and Abilities

Requires physical condition sufficient to pass a comprehensive physical examination.

Requires elementary knowledge of communications techniques for organizing and preparing comprehensive written and oral reports.

Requires ability to learn human relations and interpersonal relations skills in order to deal with members of the public and representatives of outside agencies.

Requires freedom from any criminal background.

Requires the ability to successfully complete the Illinois Law Enforcement Training and Standards Board Basic Training Program.

Requires possession of a valid Illinois driver's license.

Requires applicant be 21 years of age at time of appointment.

Established – December 27, 2005

Revised – July 15, 2009