

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

CAPITOL POLICE INVESTIGATOR

Position Code: K1210

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs security duties to provide for the safety and protection of life and property in state offices, complexes and adjacent grounds under the jurisdiction of the Office of the Secretary of State; monitors activities of employees and the public entering and leaving buildings and grounds; assists building occupants during emergency evacuations and administers emergency response procedures/protocols; carries firearms in the course of performing security duties; makes criminal arrests and initiates other enforcement action.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Enforces rules and policies relating to building and grounds security including implementation of rules relating to vehicle speed, emergency procedures, parking and use of walks in assigned areas.
2. Checks incoming and outgoing materials; inspects deliveries of supplies and materials; inspects employee and general public identification to control access to/from buildings and grounds; operates electronic security and surveillance equipment to ensure security of assigned areas.
3. Monitors facilities to ensure proper precautions are taken for fire protection; operates fire and burglar alarm systems; periodically checks fire alarm systems.
4. Makes criminal arrests and initiates other enforcement action based upon investigations, when appropriate; provides testimony, as required in a court of law or administrative hearings.
5. Prepares comprehensive investigative case reports, which document the findings of investigations and other assigned activity; prepares incident reports, records and logs according to established procedures.
6. Operates portable and stationary radio communications equipment.
7. Performs other duties as required or assigned.

CAPITOL POLICE INVESTIGATOR (Continued)

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 **AND** two (2) years sworn law enforcement experience **or** the successful completion of the Secretary of State Capitol Police Investigator Trainee program. **Past criminal or traffic convictions can affect eligibility.**

Knowledge, Skills and Abilities

Requires working knowledge of procedures involved in maintaining security of buildings and grounds.

Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions.

Requires periodic qualification with appropriate firearms as defined by department policy including skill in the legal use, ethics, care, maintenance and safety of such weapons.

Requires ability to understand and effectively carry out oral and written instructions.

Requires ability to recognize and report safety hazards.

Requires ability to think and act quickly and effectively in emergencies.

Requires ability to enforce laws, rules and regulations with firmness and tact.

Requires ability to analyze situations accurately and take appropriate action.

Requires ability to prepare complete accurate reports relevant to accidents, rule violations and other pertinent security matters and to prepare comprehensive investigative case reports.

Requires ability to testify in a court of law or at an administrative hearing.

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

Requires freedom from criminal background.

Requires personal characteristics necessary to carry a firearm.

Requires meeting physical examination and drug screening requirements.

Requires possession of a valid Illinois driver's license.

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

Established – November 10, 2004

Revised – July 15, 2009

EXAMINATION INFORMATION

Tests and Weights: Evaluation of Training and Experience, 100%

Length of Eligibility: 1 year