CLASS TITLE: POLICE OFFICER (Assigned as Traffic Specialist)

CHARACTERISTICS OF THE CLASS
Under general supervision, performs specialized investigative work as a Traffic Specialist working for the benefit of citizens by protecting life and property from harm and maintains order and enforcing Federal, State, and Municipal laws; and related duties, as required

ESSENTIAL DUTIES
- Conducts investigations of fatal and serious personal injury traffic accidents
- Assists and guides police officers on Police Department policy and procedures relative to the initial investigation of fatal or serious personal injury traffic accidents
- Gathers physical evidence by taking measurements, calculating vehicular speed, photographing and analyzing skid marks and examining evidence including air bags, other vehicles, and the usage of seat belts
- Reconstructs crucial elements of fatal and serious personal injury traffic accidents and hit and run scenes using reconstructionist methods consisting of scientific, analytical and mathematical practices
- Downloads and analyzes crash data from electronic devices retrieved from vehicles
- Electronically records interviews (ERI) with passengers, witnesses, and other individuals involved with investigations
- Gathers relevant information on-the-scene by interviewing individuals and directing department personnel in the preservation and collection of evidence to conduct a thorough follow-up investigation
- Researches, obtains, and analyzes data and information related to investigations, such as results from processing evidence, photos, video recordings, etc., to develop leads or compile additional evidence
- Prepares, compiles and maintains case files, and completes legal documents and standardized forms
- Complies with Department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of law enforcement officers
- Appears in court and presents testimony
- Prepares investigative reports

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
- Employment by the City of Chicago as Career Service Chicago Police Officer for at least two and a half (2.5) years, including completion of the probationary period (18 months).

Licensure, Certification, or Other Qualifications
- Must have a valid State of Illinois driver's license at the time of hire
- Must be a resident in the City of Chicago at the time of hire
Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois at the time of hire

Must pass all examinations mandated by State Law to receive certification as a Peace Officer

Must pass the examination procedures for the specialist training in accident investigations

Must maintain the ability to safely handle and use a Department approved firearm

WORKING CONDITIONS

Accident investigation training facility environment

Assignment anywhere within the boundaries of the City of Chicago

Assignment Duty hours may be any time; Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays

Interaction with the public in a variety of situations

Exposure to outdoor weather conditions including extreme weather situations

Exposure to hazardous or life threatening situations

May require travel outside the City of Chicago or State of Illinois

EQUIPMENT (including but not limited to)

Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)

Two-way radio

Cellular telephone

Audio and video recording equipment

Evidence collection tools

Handcuffs

Personal defense weapons (baton, taser, handguns, rifle, shotgun, etc.)

Specialized safety equipment (bulletproof vest)

Transportation (car)

PHYSICAL REQUIREMENTS

Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one’s arms, hands, back, shoulders and/or legs

Using the necessary force to restrain a person when making an arrest

Quickly bending, stretching, twisting, or reaching out with one’s body, arms, and/or legs

Standing for extended or continuous periods of time

Sitting for extended periods of time

Walking for extended periods of time

Safely and lawfully operating automotive vehicles

Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration

Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
• Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Good knowledge of:

• *general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
• *federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
• constitutional and other legal protections associated with investigative and interviewing processes
• evidence protection, recovery, and collection procedures and techniques
• notification requirements, systems, and procedures used for internal reporting and communication with external agencies
• processing of persons under Department control, including handling of special populations
• *practices and procedures used in community policing
• *geographical locations in the City of Chicago
• *traffic operations and City's street address grid
• *ground traffic control management

Knowledge of applicable City and department policies, procedures, and regulations

Skills

• *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
• *MATHEMATICS - Use mathematics to solve problems
• *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
• *JUDGEMENT ANDDECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
• *ACITVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
• *RESOLVINGCONFLICTS AND INFLUENCING OTHERS - Resolve disputes between groups and individuals; negotiate with others to influence behaviors, opinions; deal effectively with various members of the public; handle upset and injured victims, get people to cooperate
• *ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one’s allegiance to the Department’s core values and faithful in pursuit of the Department’s mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
• *SERVICE ORIENTATION – Actively look for ways to help people
• *SOCIAL PERCEPTIVENESS – Be aware of others’ reactions and understand why they react as they do
• PERSUASION - Persuading others to change their minds or behavior

**Abilities**

• *COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
• *PUBLIC SPEAKING - Make formal presentations before large or small audiences
• *SPEAKING – Communicate information and ideas in speaking so others will understand
• *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
• *COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
• *WRITE – Communicate information and ideas in writing so others will understand.
• *MEMORIZATION – Remember information such as words, numbers, picture, and procedures
• *RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
• *REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
• *MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems

**Other Work Requirements**

• *ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
• *ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
• *COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
• *CONCERN FOR OTHERS – Demonstrate sensitivity to others’ needs and feelings and be understanding and helpful on the job
• *SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
• *STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
• *PERSISTENCE – Persist in the face of obstacles on the job
• *DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
• *INITIATIVE – Demonstrate willingness to take on job challenges
• *INTEGRITY – Be honest and avoid unethical behavior
• *ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
• *LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2016