



**Code: 9164**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: POLICE OFFICER (ASSIGNED AS FIELD TRAINING OFFICER)**

### **CHARACTERISTICS OF THE CLASS**

The Police Officer (Assigned As Field Training Officer) works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Under general supervision, oversees "on the job" training for probationary police officers graduating from the academy. The Field Training Officer assists the new graduates during their probationary period to effectively apply the knowledge and skills learned in the academy to the real work environment. The assistance comes through review of processes and procedures, coaching and consistent feedback provided to the probationary officer following performance of important duties, and serving as expert in terms of answering general questions that probationary officers may have, and more importantly, guiding officers in interpreting the policies in situations where there is variation; and performs related duties as required.

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

### **ESSENTIAL DUTIES**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Executes a post academy field training plan and functions as a trainer conducting trainings as prescribed by the Education and Training Division
- Provides guidance on what to watch and look for as the Field Training or other non-probationary Officer manages a situation, followed by immediate recap if possible, or providing overview towards the end of the assigned shift
- Continues the coaching / teaching of probationary officers and provides feedback via a formal performance review process
- Provides support to probationary officers as they rotate through shifts in order to experience issues that are more likely to occur in an evening shift vs. the day shift
- Demonstrates proper procedures for conducting routine patrol, responding to calls, apprehending offenders, interrogating suspects and witnesses, identifying and securing evidence, and conducting preliminary investigations. Also assists with probationary officers with traffic enforcement
- Emphasizes the importance of adhering to departmental rules, regulations and policies regarding all aspects of the Police Officer position, including those related to demeanor, verbal communication with fellow officers, chain of command and the public
- Demonstrates and coaches / reinforces probationary offers on remaining calm in difficult situations, as well as diffusing tensions related to domestic disputes and other similar situations

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- Utilizes and coaches impartial policing strategies, principles, and best practices to promote fairness, eliminate bias, and build community trust
- Utilizes and coaches de-escalation strategies and skills to avoid, mitigate or minimize force during community police encounters
- Practices and coaches procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions
- Interprets departmental policy and procedures relative to all activities encountered during the field training period
- Interprets the Illinois Revised Statutes and City Ordinances relating to police operations
- Instructs recruits in the proper methods of preparing case reports, issuing citations, maintaining equipment and using weapons
- Demonstrates approved radio communication procedures and pursuit driving techniques
- Observes and reviews how the police officer is performing assigned tasks via a regular and formal review process, and notes issues that need remedial attention
- Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department
- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department

**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**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago
- Bachelor's degree from an accredited college or university is preferred
- Be willing and able to perform the duties of a Police Officer (Assigned as Field Training Officer); be willing and able to change watch assignments in accordance with the operational needs of the district
- Must meet acceptable medical roll usage guidelines
- Successfully pass written practical exam, and then successfully complete training program

**Licensure, Certification, or Other Qualifications**

- Must maintain the ability to safely handle and use a Department approved firearm
- Valid State of Illinois Driver's License
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois

**WORKING CONDITIONS**

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago

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- 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
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations
- Exposure to hazardous or life-threatening situations

**EQUIPMENT (including but not limited to)**

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Two-way radio
- Handcuffs
- Specialized safety equipment (e.g., bulletproof vests)
- Transportation (cars, bicycles, motorcycle, Segway, etc.) and associated equipment
- Body worn camera
- In-car camera
- Personal defense weapons (e.g., baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

**PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- Fine Hand/Body Movements – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus

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- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

**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
- \*Chicago Police Department directives, operations, and regulations
- 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, rules, and regulations

**Skills**

- \*IMPARTIAL POLICING – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*PROCEDURAL JUSTICE – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision-making
- \*COMMUNITY POLICING – Build strong community partnerships and positive interactions to effectively engage with the public in problem-solving techniques, which include the proactive identification and analysis of issues in order to develop solutions and evaluate outcomes

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- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- GENERAL MANAGEMENT – SUPERVISORY – Understand the basics of coaching and mentoring entry level staff
- \*RESOLVING CONFLICTS 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

**Abilities**

- \*DE-ESCALATION TECHNIQUES – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes
- \*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**

- \*INTEGRITY – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g., remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve
- \*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
- \*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

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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.

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City of Chicago  
Department of Human Resources  
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