



**Code: 9156**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: POLICE OFFICER (ASSIGNED AS SUPERVISING SUBSTANCE ABUSE COUNSELOR)**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision of the Director of Professional Counseling Services, supervises Police Officers engaged in counseling sworn department personnel or department family members on substance and alcohol abuse.

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
- Supervises and manages Substance and Alcohol Counselors
- Observes subordinate behavior for signs of personal/wellness problems and suggest appropriate resources to address problem(s)
- Conducts client evaluations, makes preliminary assessments for counseling services including medically supervised detoxification and/or enrollment in treatment centers
- Assigns clients to staff and monitors the progress of each client
- Acts as a liaison with delegate agencies to develop inpatient and outpatient programs that meet the needs of department members
- Assists in developing policies concerning individuals involved in alcoholism, substance abuse and chemical dependency
- Oversees the development of client objectives, standards of care, treatment options, and long-term recovery
- Offers technical assistance to staff in interviewing clients and in recommending available alternatives for their treatment
- Supervises weekly group client meetings
- Oversees emergency on-call response team by offering professional assistance to those in crisis
- Acts as liaison with other divisions by disseminating information pertaining to counseling services
- Develops and presents in-service educational materials for use in training supervisory personnel
- Schedules and assigns counselors to roll-call district meetings to discuss professional counseling services

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- Acts as a liaison between external partners and members receiving treatment
- Identifies, reviews, and evaluates treatment centers for possible referral
- Ensures that staff skills are maintained by coordinating attendance at educational and/or training seminars
- Approves and/or disapproves reports and records
- Prepares monthly and yearly statistical reports along with activity and case management reports
- Makes suggestions to management for the implementation of substance abuse programming
- Manages a caseload of clients, as required

**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
- Have a minimum of five (5) years of clinical work experience in addiction and counseling
- Bachelor's degree from an accredited college or university is preferred

**Licensure, Certification, or Other Qualifications**

- Valid State of Illinois driver's license
- Must have a Firearm Owner's Identification (FOID) card issued by the State of Illinois
- Certified Alcohol and Drug Counselor (CADC) with the State of Illinois

**WORKING CONDITIONS**

- Police facility environment
- 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

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computers)

**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

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- 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 and associated equipment
- 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
- Must pass all phases of the selection process, including a medical evaluation, drug screen, and physical performance test

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**
**Knowledge**

Comprehensive knowledge of:

- \*alcohol and substance abuse disorders
- \*counseling methods and practices
- \*case management principles and practices
- \*department policies and procedures regarding professional counseling
- \*Reporting and preparing evidence for use in court

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

**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
- \*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

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- \*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
- \*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
- \*SERVICE ORIENTATION – Actively look for ways to help people

**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
- \*DETAIL ORIENTATION – Accurately tracking and reviewing significant amount of data points, and accurate record processing

**Other Work Requirements**

- \*INTEGRITY – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code or 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

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- \*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
  - \*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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