



Job Description

Job Title: Police Officer

Department: Police

Education Required:

Two year Associates Degree or equivalent credit hours; other requirements as mandated by the Board of Fire & Police Commissioners; successful completion of a State of Illinois certified police academy training program; successful completion of a probationary period.

Possession of valid Illinois driver's license. Must obtain and maintain any license or other certification requirement, which may be imposed by any agency or federal, state, county or local government.

Successfully pass all pre-employment testing and examinations as mandated by the Chief of Police which can include written tests, oral examination, background investigation, polygraph examination, psychological examination and physical examination.

Type of Position:

Full-time

Hours: Per current Collective Bargaining Agreement.

Overtime may be required on occasion.

Nonexempt

JOB SUMMARY:

Under general supervision, performs general duty law enforcement work within a shift or unit of the Police Department involving a wide range of duties performed to protect life and property, enforce laws and ordinances, preserve order and deliver services to the community.

ESSENTIAL FUNCTIONS:

With or without accommodations, must be able to equally:

- Be loyal by affirmatively promoting the mission, goals, objectives, and directives of the Chief of Police, and superior command personnel.
- Get along well with others.

- Have regular and predictable attendance.
- Exercise rational judgment and control of emotions when responding to emergencies.
- Accept accountability for decisions made.
- Self-initiate work priorities and be able to work independent of direct supervision.
- Accept and be responsive to direction from supervisors and command personnel.
- Protect the general safety of the public.
- Drive emergency vehicles under stressful conditions.
- Conduct physical apprehensions and arrests and of resistive and/or fleeing, and often, dangerous suspects.
- Qualify with firearms and other offensive and defensive weapons.

GENERAL DUTIES AND RESPONSIBILITIES

1. Carries out law enforcement function in accordance with Police Department policies, procedures and applicable laws.
2. Enforces all applicable local, state and federal laws.
3. Under the direction of a designated supervisor, performs the duties and responsibilities of keeping the peace, enforcing laws and the delivery of services as assigned.
4. Performs community caretaking function to safeguard the lives and property of all persons.
5. Performs in an effective and efficient manner numerous and varied duties, responsibilities and assignments as directed by their component supervisor or other higher authority.
6. Does preliminary or follow up investigations as required or assigned.
7. Responds to crime scenes, major events, critical incidents or other incidents of an undetermined nature.
8. Uses oral communication skills to testify in a courtroom setting or other legal proceeding to ensure that complete and correct information is related to all participants.
9. Shares the responsibility for the training and instruction of probationary members to include, but not limited to: orientation, instruction and training in proper communications procedures, arrest, search & seizure procedures, criminal and traffic investigation, use of force, emergency response, report writing, application of laws and instruction in other areas of practical law enforcement.
10. Prepares reports, processes evidence, and notes related to investigations, with factual accuracy, completeness and positive reflection of the Police Department which allows for the knowledgeable use in courtroom testimony.

11. Maintains all duty related personal and assigned Police Department equipment, to include: vehicles, uniform apparel, weapons and ammunition, handcuffs, badges, flashlights, pagers, cellular phones, riot gear, specialized and other equipment. Ensures that all equipment is maintained according to Police Department policy.
12. Operates assigned vehicle in accordance with all applicable laws and regulations.
13. Demonstrates a proficiency in the use of all issued equipment.
14. Orally communicates with the public, fellow members and supervisors to a degree that complete understanding is accomplished.
15. Ensures that all necessary information to complete law enforcement functions is communicated to fellow members and supervising personnel.
16. Provides information, advice, feedback, or assistance to others within the Police Department to refine work outputs or resolve problems.
17. Collaborates with other shifts, units and administration via the chain of command to coordinate efforts and maintain cooperative and efficient relations.
18. Speaks with, and refers citizens in need to appropriate public and social services.
19. Advises persons under arrest and explains their rights according to the law to ensure complete understanding of these rights.
20. Attends in-service and specialized training as directed.
21. Performs in accordance with Police Department goals and objectives.
22. Receives policies, procedures and other related directives from supervisory and administrative personnel.
23. Inspects facilities during tour of duty for cleanliness, security and safety hazards and takes corrective action.
24. Identifies equipment and supply needs of assigned unit and submits appropriate documentation through chain of command.
25. Provides responsive and professional police service and maintains the safest possible environment to coworkers and citizens served.
26. Ensures integrity while protecting the Village and the Department from liability.
27. Patrols areas of assignment.
28. Searches for, identifies, and preserves evidence.
29. Processes and examines dead bodies.

30. Identifies offenders and makes arrests, searches prisoners, transports prisoners, fingerprints, processes and books arrestees.

31. Organizes and conducts photo or station line-ups.

32. Conducts frisks and pat-downs.

33. Serves arrest and search warrants.

34. Conducts primary and secondary investigations.

35. Responds to and resolve certain animal complaints.

36. Deals with barricaded subjects and/or hostage situations.

37. Performs other related duties as assigned.

38. May be assigned to specialized duties as needed, including but not limited to: Administrative Training Officer, Detective, Special Operations Officer, Crime Prevention Officer, and Task Force Officer

39. May be assigned to technical duties as needed, including but not limited to: Range Officer, Field Training Officer, Evidence Technician, Breath Analysis Operator, and Defensive Tactics Instructor.

MATERIALS AND EQUIPMENT USED

1. Vehicle.

2. Communication Equipment.

3. Computer and related Software.

4. Firearms.

5. Protective and Safety Equipment.

6. Specialized/Technical Equipment.

7. Chemical/Impact Weapons / Electronic Control Device.

8. General Office Equipment.

REQUISITE JOB KNOWLEDGE

1. Methods and techniques of research, statistical analysis and report presentation.

2. Local, state and federal laws and current Village ordinances.

3. Judicial system, operation and procedures for criminal prosecution.

4. Laws pertaining to citizen disputes, juvenile procedure, and domestic violence.

5. Laws of Arrest, Search and Seizure.
6. Legal limitations of members' authority and the limits and requirements in the use of force.
7. First Aid procedures and equipment at the first responder level.
8. Suspect/victim/witness interview and interrogation concepts, principles and practices.
9. Police Department policies and standard operating procedures.
10. Public relations techniques for handling calls for service.
11. Crime scene processing procedures and the security and protection of a crime scene.
12. Basic crime prevention techniques.
13. Defensive tactics to protect self and others.
14. Proper arrest and suspect apprehension techniques.
15. Crime patterns, potential problem areas, and prior offenders within area of responsibility.
16. Record keeping, report preparation, filing methods and records management techniques.
17. Jail and Communications operations.
18. Correct English usage, including spelling, grammar, punctuation, and vocabulary.
19. Standard business arithmetic, including percentages and decimals.
20. Computer applications related to the work.

REQUISITE SKILLS

1. Skill in the use and operation of all assigned equipment to include: Squad car, emergency equipment, firearms, restraint devices, technical equipment and basic first aid equipment.
2. Preparing clear and concise reports, correspondence and other written materials.
3. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
4. Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
5. Using tact, discretion, initiative and independent judgment within established guidelines.
6. Researching, compiling, and summarizing a variety of informational and statistical data and materials.
7. Communicating clearly and effectively, orally and in writing.



REQUISITE ABILITIES

1. Ability to mediate disputes between diverse groups of people.
2. Ability to be articulate while testifying in court or other legal proceedings.
3. Ability to self motivate and have a high standard of job performance.
4. Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.
5. Ability to read and interpret documents such as the Illinois Criminal and Traffic Code, Contracts, member bargaining agreements, safety rules, operation and maintenance instructions, procedure manuals, and so forth.
6. Ability to write reports, correspondence, procedure manuals, and policies.
7. Ability to compute ratios and percentages and interpret bar graphs.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Ability to speak effectively before groups of Police Department members.
10. Ability to speak effectively before public groups and respond to questions.
11. Ability to instruct, train, and motivate individuals in general duty law enforcement work.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to define problems, collect data, establish facts and draw valid conclusions.
14. Ability to perform essential job functions of the Patrol Officer.
15. Ability to use physical strength of arms and legs to climb up and over or to jump over, across, ascend, or descend large obstacles.
16. Ability to pursue suspects on foot for a period while bearing duty equipment.
17. Ability to subdue suspects in a physical confrontation bearing duty equipment.
18. Ability to drag, push, pull, lift, or carry heavy objects or persons, move heavy equipment, rescue individuals, restrain suspects or victims, and drag persons away from dangerous situations or respond to incidents.
19. Ability to run up or down stairways, or respond to other incidents.
20. While performing the essential functions of this job the member is required to stand, walk, run, drive, sit, use hands to finger, handle, or feel, talk or hear, and lift and/or move up to 50 pounds.

21. While performing the essential functions of this job the member is occasionally required to lift and/move over 100 pounds.

WORKING CONDITIONS (Depending on Area of Assignment)

1. While performing essential functions of this position the member is frequently exposed to outdoor weather conditions.
2. While performing the essential functions of this position the member is occasionally exposed to work near moving mechanical parts, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and handling calls dealing with explosives.
3. Exposure to unknown and dangerous conditions such as intoxicated or violent offenders and life threatening situations such as armed and/or violent offenders.
4. Exposure to unknown health conditions from contacts with individuals or animals with contagious and communicable diseases.
5. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or handling mentally or emotionally disturbed persons.
6. Working time may require irregular hours and shifts; at times voluntary and involuntary overtime may be available or necessary; being called back to duty on short notice can occur; availability for a response in emergencies is necessary.
7. Noise levels can vary from quiet to loud depending of situations.

CAUSE FOR REMOVAL

The incumbent may be removed with or without personal fault. Economic conditions that cause reductions in work force, the member's inability to attend regularly to work, and a failure to perform competently on any of the essential functions of the position or consistently failing to perform competently on regular duties and tasks are among the major reasons for job removal without fault. Failures to uphold the mission of the Police Department, committing gross acts of disloyalty, and not complying with preconditions for original employment are major reasons for termination with fault. Requiring excessive amounts supervisory counseling and/or remedial training are among major reasons for termination with or without fault.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this class. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.