

POLICE OFFICER JOB DESCRIPTION

GRADE 19

GENERAL SUMMARY: Subject to direction from the Chief of Police and/or Lieutenant and/or Sergeant, who by the organizational chart of the department are superiors of the patrol officer. The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Police Officers also may be assigned duties as detectives, youth officers, crime prevention officers, department training officers, evidence technicians, field training officers, accident investigators, breathalyzer operators, firearms instructor officers, DARE program officers, hostage negotiators or special response team officers.

Advancement through the rank of Lieutenant requires previous background as a police officer. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the employee. Work assignments are general, and specific instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion. Regular and predictable attendance at work is required.

PRINCIPAL DUTIES AND ESSENTIAL JOB FUNCTIONS:

Crime Prevention

- Patrols assigned area.
- Observes for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, and potential problem areas.
- Conducts security inspections and surveys of buildings and other locations, makes recommendations regarding security, etc.
- Makes presentations to groups and individuals on subjects related to the job's tasks and functions.

Criminal Investigation and Apprehension

- Handles complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances and documents and investigates reported violations.
- Conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Collects information and either acts upon it if within the scope of his authority or routes it to the proper authority or agency.
- Searches persons, vehicles, places and other items.
- Identifies and arrests offenders, including subduing resistive arrestees.
- Books, guards and escorts prisoners.
- Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents.
- Prepares cases for trial.
- Appears and testifies in court, at coroner's inquests, at deposition sessions and at similar proceedings.

Traffic

- Engages in traffic and parking law enforcement including Driving under the Influence detection and apprehension.
- Controls, regulates and directs traffic, vehicular and pedestrian.

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- Investigates traffic accidents including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams.
- Assists disabled motorists.

Juveniles

- Deals with all ages of children in a variety of situations such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions, informants.

Miscellaneous Order Maintenance

- Deals with domestic disputes and other interpersonal and business conflicts.
- Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Responds to requests for ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes involving determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc.
- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints including apprehension and transport of stray or vicious animals.
- Directs and/or supervises others (civilian and public employees) at the scenes of crimes, accidents, disasters, assemblies, etc.
- Generally assists persons in distress.

Organizational Support

- May perform desk duties including telecommunications (telephone, computer terminal, and radio), assisting persons at the counter, processing and filing reports.
- Conducts background investigations.
- Attends training as assigned.
- Develops and maintains required skills and licenses/permits/ certifications associated with areas of special instruction, expertise, etc. (Firearms Qualification; Breath Operator Certification; C.P.R.; Evidence Technician; Accident Investigator; Juvenile Law; Criminal Investigations).
- Trains new officers, reserve officers and other officers/employees in areas of special skills or expertise.
- Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.

SCHEDULING: The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 8 to 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, work load, or work-in-progress.

ENVIRONMENTAL FACTORS: The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and extreme weather conditions.
- Lighting conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors.

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- Fire, smoke and chemical leaks/spills: in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to
 - armed and/or dangerous persons/animals
 - persons and/or articles with contagious/communicable diseases.
 - hazards associated with emergency driving, traffic control and working in and around traffic.
 - hazards associated with natural and man-made disasters.

EQUIPMENT: The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons.
- Basic office equipment: including but not limited to typewriters, telephones, computer terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including but not limited to speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restraint devices, flashlights, batons and other simple weapons, gas masks, helmets, standard police uniform, simple tools (pry bars, hydrant wrenches, tape measures, etc.), cameras, fingerprinting equipment, etc.

WORK CHARACTERISTICS: The position requires the employee to have and maintain:

Physical condition needed to:

- Effect arrests
- Subdue resisting individuals
- Chase fleeing suspects
- Run to persons requiring emergency assistance
- Lift and carry equipment and injured/deceased persons
- Force entry into buildings
- Climb flights of stairs/ladders
- Walk, stand or sit for long periods of time (including driving)
- Endure exposure to extreme weather and disease
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally
- Operate required equipment
- Perform required job tasks and functions
- Provide assistance to citizens and co-workers in distress, including but not limited to manually pushing stalled motor vehicles

Effective audio-visual discrimination and perception needed to:

- Make observations
- Read and write
- Drive and operate equipment safely

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective

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action.

- Understand, interpret and apply applicable Federal and State statutes, local ordinances, court decisions and Police Department and City rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra-and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the City and the surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a standard high school course (or equivalent GED), preferably supplemented by some additional college level course work in a police-related discipline, meeting the age and other physical requirements prescribed by the City and the Board of Fire and Police Commissioners at the time of examination, and possession of a valid Illinois drivers license.