



VILLAGE OF FOX LAKE

JOB DESCRIPTION

JOB TITLE: Patrol Officer
DEPARTMENT: Police Department

FLSA STATUS: Non-Exempt
EFFECTIVE DATE: May 6, 2019

POSITION SUMMARY:

The Police Officer position shall have all the powers and duties as a sworn member of the department. Police Officers perform the general duty of law enforcement to ensure the safety and security of lives, property and rights of citizens within the Village. Work involves the responsibility for the prevention of crime, apprehension of criminals and enforcement of Federal, State, County and local laws and ordinances. A Police Officer may be assigned to uniformed patrol, crime prevention, investigations, school resource duty, traffic enforcement or other specialized department activity. Police Officers must exercise independent judgement in meeting both routine and complex emergency situations and act without direct supervision. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Assignments and instructions are received in general terms from a superior officer who reviews and evaluates work methods through reports, observations and discussions.

Police Officers must respond to calls for service, which means they must be able to work in the field in stressful situations. This includes confronting and restraining subjects resisting arrest (sometimes through the use of violent force), pursuing suspects who are attempting to evade capture, and confronting criminal conduct that presents a threat to the safety of the public, the officer, and the subject himself.

SUPERVISION:

Reports to and works under the general direction of the Police Sergeant or Officer-In-Charge in Sergeant's absence.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- 1) Patrols streets, parks, residential and commercial property in the Village with a vehicle or on foot to observe, prevent or terminate unlawful acts; maintains radio contact with dispatch; responds to radio dispatches from a central communications center; reports crimes or unusual situations; responds to calls or initiates action; calls for assistance as needed; backs up other officers or units in confrontation or arrest activities as required.
- 2) Performs traffic law enforcement and regulations, including directing traffic and investigation of reported or observed violations of the law; responds to calls involving vehicular accidents and other serious accidents; assists in investigating traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene and preparing reports and diagrams; promotes traffic safety.

- 3) Conducts arrests of persons violating the law, including physically detaining persons according to established department guidelines and procedures
- 4) Responds to emergency situations; secures scene to protect victims and property; assess situations and determines the most appropriate response in order to prevent potentially dangerous or violent situations from occurring or continuing; gives first aid and calls for medical assistance; assists fire department and other emergency medical units on fire and medical calls
- 5) Responds to calls for service; investigates complaints, takes appropriate action, assists complainants, obtains statements and identifies witnesses, ensures crime scene protection and processing, as necessary; responds to citizen needs and requests, at times, under emergency conditions, e.g., accidents, rescue efforts, search for missing person(s), alarms and in-progress criminal activity; assists stranded motorists; generally assists persons in distress.
- 6) Performs community oriented policing initiatives and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education, traffic safety, etc.
- 7) Enforces parking restrictions; prevents the blockage of sidewalks, streets and other public accesses.
- 8) Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines and potential problem areas
- 9) Serves subpoenas, arrest warrants, summons and various court orders to criminal suspects, witnesses, complainants and defendants; makes both felony and misdemeanor on-view arrests.
- 10) Appears and testifies in court, at coroner's inquests, at deposition sessions and similar proceedings to present evidence and to give personal account of incident/crime.
- 11) Maintains records of activity; prepares all necessary reports in a clear, concise and accurate manner; submits reports for supervisor's review.
- 12) Attends seminars and training classes to improve job skills, keep current on laws, learn new law enforcement techniques and qualify for specialized duties; participates in required department training.
- 13) Complies with all safety procedures and policies of the Village, as well as other rules, procedures, and directives established by the Police Department.
- 14) Maintains departmental equipment, supplies and facilities.
- 15) Performs duties and assumes responsibilities that are outside the scope of their normal position description when a Village Disaster has been declared, and/or the Village Emergency Operations Plan has been initiated, and/or when the State of Illinois Office of Homeland Security has declared a Code Red Terrorist Attack Condition.
- 16) Performs other support related duties as requested by commanding officers, such as processing evidence, foreign language translation, administering breathalyzer test, repair of equipment, or assisting outside law enforcement agencies in the performance of their duties within city's jurisdictions and according to mutual aid agreements.

RECOMMENDED MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A High School diploma or equivalent is required. Must be 21 years or older at time of employment. Successful completion of the Basic Law Enforcement Officers course in a State certified training program. Requires certification by the Illinois Local Government Law Enforcement Officers Training and Standards Board.

Possession of a valid Illinois Class "D" driver's license, without record of suspension or revocation in any State. Must have LEADS less-than-full access certification. Must maintain firearms proficiency.

A thorough background investigation, including personal and professional references and criminal background will be conducted prior to offer of employment. Felony convictions and disqualifying criminal histories are not allowed. Candidates must be able to successfully pass a pre-employment physical examination and drug/alcohol screen, written and oral interview, polygraph examination and psychological examination following a conditional offer of employment. Candidates will be required to successfully complete Fox Lake field training program.

Knowledge, Skills and Abilities

A candidate for this position should have thorough knowledge of the following:

- Modern Police policy, procedures and techniques and their appropriate application in various situations.
- Working knowledge of applicable Federal, State and local civil and criminal statutes and ordinances on which charges and arrests are executed, including laws of arrest, search and seizure.
- Fox Lake Police Department policies and standard operating procedures.
- Street layout and the geography of the Village and important locations.
- Community Policing principles.
- Basic first aid/life saving techniques (CPR).
- Principles of investigation and interrogation.

Skill in:

- Interpreting laws and ordinances.
- Determining appropriate law enforcement responses.
- Gathering needed information.
- Interviewing and interrogating suspects.
- Completing police documentation.
- Interpersonal communication
- Effective and proper operation and maintenance of various weaponry/equipment used in Police activities.
- Use of computer hardware and applicable computer software.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Use of firearms and such other regular police equipment as may be assigned.
- Knowledge and ability to apply less-than-lethal force when necessary.
- Assessing law enforcement situations quickly and accurately and implementing responses and course of action to resolve situation within established guidelines.
- Maintaining accurate, detailed, and confidential/sensitive records and information.

And ability to:

- Meet and comply with standards as set forth in the Illinois Revised Statutes.
- Ability to qualify with appropriate firearms through the firearms qualifications course.
- Pursue and physically restrain suspects, overcome passive and active physical resistance, perform forcible arrest, survey crime scenes, walk patrol areas, move heavy objects, operate a vehicle at safe rates of speed in extreme weather conditions, scale objects and endure the fatigue of long hours of work with irregular breaks.
- Remain calm and maintain control in various levels of stressful situations.
- Respond quickly and effectively under stress and in hazardous and emergency situations, and to maintain composure under a variety of challenging circumstances.

- Develop community contacts and interact with citizens and members of the business and law enforcement community.
- Utilize a variety of reference, descriptive and/or advisory data and information such as reports, evaluations, photographs, applications, permits, forms, warrants, logs, ordinances, laws, regulations, statutes, codes, contracts, manuals, procedures, guidelines and non-routine correspondence.
- Obtain/possess a valid Illinois Firearms Owner Identification Card.
- Develop investigative leads, which includes the ability to focus an investigation.
- Prepare accurate, clear reports in a timely fashion.
- Testify in court accurately, succinctly and with veracity.
- Concentrate, remain alert and pay close attention to detail for long periods of time, on all shifts.
- Exercise social, ethnic and cultural sensitivity and tact in all cases.
- Handle sensitive public contacts and to deal courteously, but firmly with the public.
- Distinguish confidential material and apply departmental standards for security and privacy.
- Analyze situations and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Understand and follow oral and written instructions.
- Maintain a positive attitude and professional demeanor when dealing with the public.
- Establish and maintain effective working relationships with Village employees, peers, supervisors and members of the public.
- Safely operate a motor vehicle.

CONTACTS OUTSIDE OF DEPARTMENT:

This position regularly interacts with residents, business owners and the general public.

CONTACTS OUTSIDE OF DEPARTMENT:

This position frequently interacts with residents, other Village departments, law enforcement agencies, and the general public. On occasion, this position may interact with elected officials, local business owners, vendors and other governmental agencies.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job. Additional physical requirements might apply while an employee is attending the Police Academy or other outside training activities.

While performing the duties of this job, the employee primarily works in both a general office environment and mobile patrol vehicle with regular exposure to outside weather conditions. The position predominantly involves regular shift work, including working 24/7 shift hours, rotational and/or fixed, both indoors and outdoors. The employee will be exposed to severe weather while performing tasks. There is also exposure to many unknown conditions; including possible hazardous sites and dangerous situations or conditions. The employee may be exposed to life-threatening situations and may be subject to personal hostility.

An individual in this position is frequently required to see/observe, talk/speak and listen/hear; sit, walk, stand and on occasion, may need to lift, carry, push or pull objects. Equipment may weigh up to 75 pounds, but the Patrol Officer will also be required to physically confront and restrain combative individuals of any size and weight. The employee is frequently required to stand, stoop and climb or balance; use hands to finger, handle, grasp, feel or operate objects, tools or controls; repetitive arm, hand and eye movements are included. There is frequent twisting, kneeling, squatting, crawling, climbing, reaching and wrist turning. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the

ability to adjust focus. The noise level in the work environment is usually moderate. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas.

The employee is required to operate a motor vehicle. The employee is also required to run and jump, and may be involved in physical exchanges with others. The employee must have the physical condition to effect arrests, subdue resisting individuals, chase fleeing suspects, run to persons requiring emergency assistance, and lift/carry equipment and injured/deceased persons. Individuals in this position must also be able to force entry into buildings, climb flights of stairs/ladders and perform life-saving procedures (CPR, first aid, etc.).

The duties of Patrol Officer include the handling of evidence, which may contain a risk of exposure to blood borne pathogens and intoxicating drugs and chemicals, contact with persons who may have contagious/communicable diseases, and providing initial emergency responder first aid care to injured persons.

The employee must be available and present for work as scheduled; be available for on-call emergency notifications and response when deemed necessary; and perform all functions of the job safely and efficiently at all times and in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers and the general public.

TOOLS & EQUIPMENT USED:

Motor vehicles, reasonably and safely under routine and emergency conditions, often for lengthy periods of time and in all types of weather/roadway conditions. Firearms with demonstrated proficiency in the care and use of assigned/authorized weapons. Less than lethal weapons such as batons, oleoresin capicum spray and tasers, with demonstrated proficiency in the care and use. Personal protective equipment including, but not limited to, gas masks, face masks and rubber gloves. Basic office equipment, including but not limited to personal computer, facsimile machines, copiers, cellular communications equipment and telephone. Mobile field report writing systems, property management systems, prisoner booking systems, etc. with some knowledge and ability to utilize Microsoft Office Suite of Applications (Word, Excel, Outlook, etc.), ten (10) key calculator and adding machine, printer, scanner, binding equipment, laminating machine, paper cutter, paper punch, tape recorder, multi-level file cabinets, general office equipment and job-specific equipment as required by assignment. Basic tools and equipment necessary to perform job tasks and functions including but not limited to 2-way radios, mobile data computers, in-car camera systems, first-aid equipment, digital cameras, radars, lidars, fire extinguishers, handcuffs and other personal restraint devices, flashlights, helmets, batons, shields, standard police uniforms, cameras, other simple tools, etc.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Village of Fox Lake, Illinois is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

REVIEW/APPROVALS:

Employee Signature

Date