



Village of Fox River Grove

Village of Fox River Grove JOB DESCRIPTION

POLICE OFFICER
Revised: June 21st, 2012

Position Summary

Performs a variety of complex law enforcement duties. Enforces Federal and State laws, and Village ordinances (when required by position) for the protection of life, health, safety, welfare and property.

SUPERVISION RECEIVED

Works under the direct supervision of a Police Lieutenant or Police Sergeant and the Chief of Police.

SUPERVISION EXERCISED

Generally none, unless given special duty and placed in charge of other officers.

Job Content

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Police Officer should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by supervisory personnel.

Essential Tasks

1. Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
2. Works an assigned shift using sound judgment in deciding course of action being expected to handle difficult and emergency situations.
3. Maintains availability by radio or telephone for consultation on major emergencies or precedent.
4. Carries out duties in conformance with Federal, State, and Village laws and ordinances.
5. Patrols Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate

misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

6. Responds to emergency and non-emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.
7. Interviews and Interrogates suspects. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
8. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and interviews victims and witnesses. Develops leads, Searches scene of crimes for evidence. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
9. Prepares a variety of reports and records including reports of investigation, field interview report, alcohol influence reports, Breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, property/evidence forms, etc.
10. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.
11. Participates in investigating criminal law violations occurring within the Village limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
12. Maintain minimum certifications for compliance with the National Incident Management System (NIMS) as required through the United States Department of Homeland Security.
13. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law.
14. Coordinates activities with other officers or other Village departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney, McHenry and Lake County State's Attorneys offices and Municipal Prosecutor's Office regarding cases.
15. Maintains copies, and has knowledge, of departmental policies as updated and distributed.
16. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
17. Maintains contact with general public, court officials, and other Village officials in the performance of police operating activities.
18. Read and be familiar with the Village Personnel Policy Manual.
19. Conducts duties in a safe manner with regard but not limited to: attitude and actions; use of drugs and alcohol, use of clothing and accessories; operation of tools, equipment, and vehicles; observance of rules and procedures; use of protective gear; maintenance of a hazard free work space; and use of proper body mechanics such as when lifting.
20. Other duties as may be assigned.

PERIPHERAL DUTIES

1. Maintains departmental equipment, supplies and facilities.
2. Serves as a member of various employee committees.

Work Requirements

DESIRED MINIMUM QUALIFICATIONS

General Entry Level:

- (A) Must be 21 years or older at the time of employment.
- (B) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any State.
- (C) Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- (D) U.S. citizen.
- (E) Must be able to read and write the English language.
- (F) Must be of good moral character and of temperate and industrious habits.
- (G) Must be able to pass the certification requirements set forth by the Illinois Law Enforcement Training and Standards Board for certification as a police officer.

Lateral Entry:

- (A) Must be able to meet all Entry Level requirements listed above.
- (B) Must be able to pass medical exam and the Department's physical agility test.
- (C) Must have at least 24 months of full time paid service as a sworn police officer in a civilian governmental jurisdiction prior to application.
- (D) Must be certified by Illinois Law Enforcement Training and Standards Board as a police officer.

Education and Experience:

- (A) High school diploma or equivalent supplemented by a two-year community college degree or vocational school training in police science, law enforcement, criminal justice administration, public administration, or a related field; or
- (B) An equivalent combination of education and experience.

Necessary Knowledge, Skills, Abilities, and Aptitude:

- (A) Knowledge of modern law enforcement principles, procedures, techniques, equipment, and Village's geography.
- (B) Skill in operating the tools and equipment necessary to perform the job functions safely and efficiently
- (C) Skill in communicating effectively and positively through advocacy, discretion, written reports, and interpersonal skills.
- (D) Ability to perform work requiring good physical condition.
- (E) Ability to exercise sound judgment in evaluating situations and in making decisions.
- (F) Attitude which promotes strong personal, professional, and organizational integrity -- fairness, honesty, accountability, and responsibility.

SPECIAL REQUIREMENTS

- (A) Must possess, or be able to obtain by time of hire, a valid State of Illinois Driver's License without record of suspension or revocation in any state.
- (B) Ability to meet Department's physical standards.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, Breathalyzer, first aid equipment.

Requires regular use of personal computer, including word processing and police programs, calculator, pencil, telephone, copy machine and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger/handle/operate objects or tools listed above, reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

Work is often performed a squad car or office environment.

OSHA NOTICE

This position has been determined to be an exposure risk to “biohazards” associated with blood-borne pathogens HIV (AIDS), HBV (hepatitis B) virus, and air-borne transmissions of TB (tuberculosis). Members are advised that exposures to these “biohazards” may result in severe illness or death. Members are required by Department policy to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to “biohazards”.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, background check and job related tests (skills, physical, medical, psychological, etc.) may be required.

A probationary period as determined by Union contract is to be served and successfully completed upon hire.

The duties listed above are intended only as illustrations 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 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.