

VILLAGE OF ROUND LAKE

JOB DESCRIPTION

Title of position: Police Officer

Date: October 13, 2015

Approximate number of employees in classification or with same title: 17 F.T.E.¹

Pay Grade: Entry Step A

Location: Police Facility

Division/Dept: Police Department

Reports to: Sergeant

PURPOSE OF POSITION: A Police Officer shall perform the basic rudiments of police work such as patrolling assigned areas in the prevention of crime, the enforcement of state and village laws, ordinances and regulations, and the preservation of order. Further, he or she shall promote community partnerships to address the causes of criminal activity, community disorder, community concerns, and any other community problem or issue.

FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:

A. ESSENTIAL FUNCTIONS

- Investigate reports of criminal activity;
- Respond to radio dispatches;
- Intervene in on-view criminal activity and or acts of disorder;
- Prepare written reports on incidents, crimes, accidents, arrests, etc;
- Issue citations, warnings, or notice to appear for violations of laws and ordinances;
- Make arrests and serves warrants for violations of laws and ordinances;
- Collect evidence and information for the investigation and prosecution of crimes;
- Provide highly visible patrol in known areas of high crime;
- Provide selective traffic law enforcement in areas of high accident/violation rates;
- Provide direction and information to the public;
- Direct motor vehicle and pedestrian traffic;
- Assists disabled motorists and stranded pedestrians;
- Check the security of business establishments;
- Report property found damaged or in need of repair;
- Ensure the integrity and safety of evidence at a crime scene;
- Attempt to locate missing and/or wanted persons;
- Book and process prisoners;
- Appear in court when scheduled or required;
- Encourage citizens to participate in the problem solving process;
- Educate citizens of the police role in the community;

¹ *Full Time Equivalent*

- Responsible for his or her safety and the safety of other employees through compliance with established guidelines;
- Reports circumstances and situations that are deemed hazardous, or otherwise detrimental to the public or Village employees in a timely manner;
- Adhere to Police Department Standard Operating Procedures;
- Adhere to Village Policy and Procedure;
- Adhere to State Statutes and Laws;
- Attend department assigned training programs;
- Attend department roll call and briefing sessions;
- Maintain a valid license or certificate for specialized services acquired by virtue of training received as a member of the department;
- Assist other departments of the Village;
- Assist other law enforcement and fire departments;
- Responds to departmental correspondence via e-mail, voice mail or written documentation;
- Performs other duties as instructed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local ordinances and state statutes;
- Knowledge of Department Standard Operating Procedures;
- Knowledge of Village Policy and Procedures;
- Ability to observe situations analytically and objectively and to record them clearly and completely;
- Ability to react quickly and calmly in emergencies;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to handle situations firmly, courteously, tactfully and impartially;
- Ability to develop skill in the use of firearms and other defensive tools/tactics;
- Ability to safely operate motor vehicles in both routine and emergency circumstances;
- Ability to exercise good judgment in evaluating situations and making decisions;
- Ability to perform tasks requiring good physical condition and strength;
- Elementary skill in the application of modern police practices and techniques involving investigation, arrest, detention and treatment of prisoners; and in the care and use of appropriate tools, equipment and facilities.

¹ *Full Time Equivalent*

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

- Exterior environmental climate including foot and vehicular modes of patrol/transportation.
- Rotating and permanent shifts.

QUALIFICATIONS NEEDED:

- Requirements for application listed in the By-Laws of the Board of Fire and Police Commission Rules.
- Successful completion of the Board’s established hiring process and appointment from a certified eligibility list;
- Successful completion of a State of Illinois police academy or equivalency approved by the Illinois Law Enforcement Training and Standards Board;
- Ability to complete all departmental training programs.

Mayor or Chief of Police

Date