

VILLAGE OF MATTESON
POSITION DESCRIPTION

Class Title: Police Officer
Department: Police
Status: Non-Exempt

GENERAL PURPOSE

Performs police patrol, investigation, traffic regulation, and related law enforcement activities.

SUPERVISION RECEIVED:

Works under the general supervision of a Police Sergeant.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work rotating shifts. Patrol Village streets, parks commercial and residential areas, preserve the peace and enforce the law. Controls vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.

Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.

Maintain normal availability by radio or telephone for consultation on major emergencies or precedent.

Carries out duties in conformance with Federal, State, County, and Municipal Ordinances.

Responds to emergency radio calls and investigates accidents such as traffic crashes, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action.

Interview suspects, witnesses and drivers. Protects crime scenes and preserves evidence. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.

Undertakes community-oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc.

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, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

Maintains contact with police supervisory personnel to coordinate investigative activities, provide mutual assistance during emergency situations and provides general information about Department activities.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities.

Maintains contact with general public, court officials, and other Village officials in the performance of police operating activities.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Entry Level

General:

- (a) Must be 21 years or older at the time of employment;
- (b) Must possess a valid State driver's license without record of suspension or revocation in any State;
- (c) Maintain ability to meet Department's physical standards;
- (d) Felony convictions and disqualifying criminal histories are not allowed;
- (e) U.S. citizen;
- (f) Good moral character and of temperate and industrious habits
- (g) Ability to graduate 400-hour basic Illinois Law Enforcement Training
- (h) Ability to pass 18-week Field Training program.

Education and Experience:

- (a) High school diploma or equivalent.

Necessary Knowledge

- (a) Maintain knowledge of modern law enforcement principles, procedures, techniques, and equipment;
- (b) Some skill in operating the tools and equipment listed below; maintain proficient skill levels;

- (c) Ability to learn the applicable laws, ordinances, and department rules and regulations; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decision; ability to follow verbal and written instructions; ability to meet the special requirements listed below; ability to learn the Village's geography.

SELECTION GUIDELINES:

Formal application; review of education and experience; appropriate civil service commission testing including written and physical agility test; oral interview; background check; polygraph examination; psychological examination; final selection.

TOOLS AND EQUIPMENT USED

Police vehicle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs and other weapons as required; breathalyzer, first aid equipment, computers, mobile data terminals (MDTs), Taser.

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 and talk or listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; 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.

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 that is similar, related or a logical assignment to the position.

This 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.