



# **VILLAGE OF WILLOWBROOK**

## **JOB DESCRIPTION:**

### **PATROL OFFICER**

<b>DEPARTMENT:</b> Police	<b>WORK LOCATION:</b> Police Department	<b>REVISION DATE:</b> 06/14/2021
<b>PAY GRADE LEVEL:</b> Union Contract	<b>PENSION:</b> Police Pension	<b>UNION:</b> Union

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#### **Job Summary:**

A patrol officer patrols assigned beat on foot or in a patrol car to control traffic, prevent crime or disturbance of peace, and arrest violators. A patrol officer may be designated to special detail.

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#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

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- Patrol assigned area on foot or in an automobile.
- Respond to calls; perform patrol functions.
- Investigate assigned accidents, complete necessary police reports.
- Respond to any immediate need for police service.
- Provide assistance to victims and prisoners. Assist elderly or disabled persons. Administer first aid.
- Perform rescue operations and render citizen assistance.
- Take action to prevent or minimize injury. Assess the situation and determine a proper course of action.
- Conduct searches and seizures. Locate and identify evidence. Detect threats to the safety of persons.
- Check premises of businesses, schools, playgrounds, parks, recreational areas, industries and/or residences in assigned area.
- Respond to citizen requests promptly and courteously.
- Enforce traffic and parking laws and ordinances.
- Warn offenders in lieu of arrest or citation.
- Make custodial arrests.
- Control and book prisoners.
- Exercises supervision when acting as Officer In Charge or in emergency situations as senior ranking officer per department policy.

- Drive, operate and maintain the upkeep/condition/status of departmental vehicles.
- Transport prisoners.
- Conduct investigations and interviews.
- Direct and control traffic.
- Search persons, vehicles and places.
- Utilize non-assigned service time for criminal and traffic preventive patrol.
- Testify and/or present evidence in court cases or hearings.
- Prepare criminal complaints, fingerprint cards, sworn reports and bond forms in conjunction with arrests.
- Accept, account for and transfer funds provided for arrest bonds.
- Patrol a designated area of the Village to preserve law and order, discover and prevent the commission of crimes; enforce traffic and other laws and ordinances; check buildings for physical security.
- Respond to public service calls and complaints including domestic disturbances, civil complaints, property control, automobile accidents, robberies, and related misdemeanor and felony incidents.
- Collect, process, photograph and present evidence including fingerprints, fibers, blood, and related physical evidence.
- Enforce traffic laws and ordinances; check speed with radar; perform selective traffic enforcement; issue warnings and citations.
- Direct traffic at fires, special events, and other emergency or congested situations.
- Assist motorists in distress; clear roadway hazards; enforce parking ordinances.
- Conduct traffic accident analyses and general traffic surveys; conduct investigations of serious injury and fatality traffic accidents.
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the public; take an active role in areas of public education relative to crime and crime prevention; make public presentations as assigned.
- Investigate crimes; gather and preserve evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court.
- Prepare reports on calls for service, criminal complaints, arrests made, activities performed, and unusual incidents observed.

- Maintain custody of prisoners; transfer prisoners to holding facility.
- Work in support of operational plans for hot spots and high visibility selective traffic enforcement.
- Work required hours, which may include various hours, days, and shifts.
- Perform a variety of special projects as assigned.
- Maintain and inspect department equipment, report damage or disrepair.
- Perform related duties and responsibilities as required.

## SAFETY FUNCTIONS

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- Safety is a fundamental element of day-to-day Village operations, and every effort must be taken to ensure a safe and healthy work environment. All Village employees are required to comply with those safety procedures.
- Accept willingly and be supportive of all safety rules, procedures and objectives.
- Be familiar with safety rules applicable to the job and to consult with a supervisor prior to performing any tasks if the appropriate procedure for the task is unknown or unclear.
- Notify a supervisor promptly or correct any unsafe conditions, activities or hazards observed.
- Observe all applicable health and sanitation rules.
- Keep all work areas clean and orderly.
- Read and obey all warning labels, signs, tags, etc.
- Never report to work or perform any job tasks while under the influence of drugs or alcohol.
- Use the proper tools and equipment necessary to perform a job.
- Operate no equipment without having received the proper training and authorization.
- Refrain from engaging in horseplay, which can lead to accidents and injuries.
- Wear appropriate personal protective equipment while performing a task either required by rule, practice, or common sense.
- Report promptly to a supervisor all accidents and injuries which have occurred while working.
- Cooperate and assist in accident investigations.
- Comply with established safety rules and procedures.
- Demonstrate sound safety practices and precautions and promote a positive attitude toward safety.

## **JOB QUALIFICATIONS**

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### **Job Knowledge**

- Maintain a working knowledge of and adhere to all Police Department rules, regulations, Standard Operating Procedures and General Orders.
- Maintain knowledge of:
  - community demographics and problems.
  - the streets and physical layout of the community and the locations requiring special police attention.
  - Modern investigative methods including interviewing and interrogation techniques.
  - Use of firearms and other modern police equipment.
  - Modern office procedures, methods and computer equipment.
  - Criminal law and criminal procedures with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the seizure and preservation of evidence.
  - First aid principles, practices and techniques.
  - Self-defense tactics.
  - Interviewing and interrogation techniques.
  - Public relations techniques.
  - Report writing techniques and procedures.

### **Abilities**

- Must possess a valid driver's license and a good driving record.
- Must possess the ability to read, write, and speak fluent English.
- Interpret verbal and non-verbal communication.
- Can deal with the public courteously and firmly, and to establish and maintain effective working relationships.
- Can write clear and comprehensive reports.
- Use and care for firearms and less-lethal weapons.
- Maintain physical condition appropriate to the performance of assigned duties as specified by the Police Officer Certification.
- Act quickly and calmly in emergencies. Analyze situations quickly and objectively to determine and take emergency action.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Meet the first aid requirement as prescribed by the State of Illinois and to administer first aid.
- Operation of standard equipment and facilities required in the performance of assigned tasks.

- Observe accurately and remember names, faces, numbers, incidents, and places.
- Identify potential crime situations or traffic hazards and take preventive action.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of:
  - Exercising sound judgment and rational thinking under dangerous circumstances
  - Evaluating various options and alternatives and choosing an appropriate and reasonable course of action
  - Demonstrating intellectual capabilities during training and testing processes.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - Effecting arrests
  - Subduing resisting individuals
  - Chasing fleeing subjects
  - Running, walking, crouching or crawling during emergency operations
  - Moving equipment and injured/deceased persons
  - Climbing stairs/ladders
  - Performing lifesaving and rescue procedures
  - Walking, standing or sitting for extended periods of time
  - Operating assigned equipment and vehicles.
- Effectively deal with personal danger which may include exposure to:
  - Armed and dangerous persons
  - Dangerous animals
  - Communicable diseases
  - Hazards of emergency driving
  - Hazards associated with traffic control and working in and near traffic
  - Natural and man-made disasters.
- Maintain effective audio-visual discrimination and perception needed for:
  - Making observations
  - Communicating with others
  - Reading and writing
  - Operating assigned equipment and vehicles.

## **Education and Work Experience Requirements**

- Must meet all requirements established by the Board of Police Commissioners.
- Obtain certification from the Illinois Local Governmental Police Training Board.

- Must maintain a record free from any convictions for any misdemeanor or felony offenses or crimes involving moral turpitude.
- Participate in Department-sponsored in-service training.
- Must successfully complete the Field Training Program.
- Must complete firearms training.
- Graduation from high school, or the equivalent, required.
- Bachelor's degree from an accredited college/university OR
- An associate degree in Criminal Justice or Law Enforcement from an accredited college/university OR
- The College requirement may be waived if one or more of the following applies:
  - (1) the applicant has served for 24 months of honorable active duty in the United States Armed Forces and has not been discharged dishonorably or under circumstances other than honorable or
  - (2) the applicant has served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and has not been discharged dishonorably or under circumstances other than honorable
- Possession of, or ability to obtain, an appropriate, valid driver's license.

### **Physical and Mental Requirements**

- Possesses ability to problem-solve and to demonstrate effective, timely and mature judgment.
- Possess the ability to tolerate stress.
- Maintain target practice skills.
- Sit or stand for long periods of time.
- Maneuver up and down flights of stairs.
- Surmount physical barriers.
- Run to a person requiring emergency assistance.
- Run quickly for a short time to apprehend a subject.
- Subdue and arrest a resisting/attacking individual.
- Encounter an armed suspect.
- May work in intense life-threatening conditions
- Exposure to dangerous persons, firearms, bodily fluids, and noise
- May be exposed to emergency and disaster situations
- May work in stressful situations.

## WORKING CONDITIONS

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### **Environmental Conditions:**

- A patrol officer can be expected to work in a variety of environments. Much patrol work is conducted either in a car or on foot.
- Officers are subjected to many adverse conditions.
- Work in an office/field environment
- Work with computers
- May be exposed to emergency and disaster situations

### **Physical Conditions:**

- Sitting or standing for prolonged periods time.
- Sitting, standing, running, walking, crawling, climbing, stooping and lifting for prolonged periods of time
- Operating a motorized vehicle.

### **Equipment Operated:**

- Automobile
- Breathalyzer test apparatus
- Handcuffs
- All issued weapons
- Computer Department Records Management system
- Flashlight
- Fingerprint equipment/LIVESCAN
- Camera
- Radio

*\*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*