

CITY OF PARK RIDGE

JOB DESCRIPTION



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| TITLE: | Police Officer | FLSA: | Non-Exempt |
| DEPARTMENT: | Police | REPORTS TO: | Commander /Sergeant |
| PREPARED: | October 2014 | UPDATED: | March 2019 |

Position Summary

This position performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision. Duties may also include in-depth investigation of criminal offenses as assigned.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Answers all emergency and non-emergency calls for service.
- Discovers and prevents the commission of crimes, enforces ordinances and all state and motor vehicle laws for designated areas.
- Conducts preliminary investigations, gathers evidence, obtains witness statements, makes arrests, and escorts prisoners from the scenes of crimes.
- Makes arrests, escorts prisoners from the scene of a crime. Detains anyone wanted through the serving of warrants.
- Investigates motor vehicle accidents and assists local fire department and ambulance personnel.
- Makes dispositions of all complaints or inquiries or directs people to the proper organizations to handle the complaints.
- Prepares evidence for issuance of complaints; serves criminal process, including warrants and subpoenas.
- Completes reports compiling factual data, evidence and conduct interviews and interrogations when appropriate.
- Performs investigative duties that cover a wide range of cases including, but not limited to: sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
- Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence.
- Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.

- Interviews victims of criminal activity and potential witnesses or suspects.
- Arrests or detains suspects in accordance with proper legal procedure.
- Prepares cases for court hearings and testifies in such hearings as required.
- Acts in a relief capacity, working in other areas of the department as assigned.
- Performs public relations duties as required or assigned.
- Carries out any lawful order or duty as prescribed by the Chief or supervisor.
- Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs and referral resources.
- Enforces parking and other ordinances; issue citations for general parking and related ordinances.
- Provides roadside assistance to motorists in need.
- Assists with the department's accreditation process as requests.
- Performs community relation's functions.
- Enforces overweight truck violations; perform selective traffic enforcement.
- Train new officers as assigned.
- Maintains police vehicle and equipment in clean and operating order.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
- Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
- Ability and skill to make appropriate decisions quickly.
- Ability and skill to accurately interpret individuals' mental and physical conditions.
- Ability and skill to perform effectively under ever-present stressful conditions.
- Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
- Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to perform word processing and/or data entry.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.

- Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
- Ability to define problems, exercise sound judgment, and address a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain professionalism at all times.
- Ability to maintain confidentiality.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to establish and maintain effective working relationships with others.
- Ability to work the allocated hours of the position.
- Ability to perform mathematical calculations required of this position.

Required Education, Experience, Licensing, and Certifications

Minimum Requirements are determined by the Board of Fire and Police Commission Administrative Rules.

- Must be a certified Police Officer in the State of Illinois in accordance with Illinois Law Enforcement Training and Standards Board.
- Must possess a valid Driver's license.
- State Firearm Certification, AED/CPR Certification, and LEADS certification required.

Physical and Work Environment

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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.

Signature

Name (Printed)

Date