

# **GENOA POLICE DEPARTMENT**

## **Job Descriptive Statement**

### **Police Officer**

Work Level: Front-line Sworn

Reports To: Supervisor or Police Chief

#### **Major Responsibilities**

Requires consistent attention and commitment to the mission and policies of the Genoa Police Department. All related and assigned duties are to be performed in an efficient and effective manner. The job holder must conduct himself/herself in a manner, both on and off duty, which supports the highest standards of the law enforcement profession and does not bring disrepute or unnecessarily endanger the public's trust or confidence in this agency or its members. The position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work a majority of the time without direct supervision. Successful performers are those who are capable of making and are willing to make decisions that are consistently in line with the agency's mission, goals, and objectives.

#### **Major Duties:**

This job involves taking calls for service, patrolling to deter and detect crime, investigating complaints, citing and/or arresting violators, following up on pending reports and cases, protecting persons and property, securing and protecting prisoners, employing problem solving techniques to address community concerns and issues related to crime and disorder with the goal of gaining compliance. When not responding to calls for service or performing community oriented policing functions the jobholder is expected to use unassigned work time in an efficient manner by performing self-initiated work on those tasks identified by supervisory personnel as priorities for this job position. As necessary, the jobholder may be required to temporarily assume the duties, activities, and tasks of the front-line supervisor.

#### **Principal Tasks:**

Patrol the city, detect criminal activity, safety hazards, traffic violations, persons needing assistance, and take reasonable and appropriate action. Obtain extensive knowledge of the municipality including geographic locations, business locations and problem areas with the goal of gaining knowledge of neighborhood routines, potential problem areas, and known offenders. Conduct requested and self-initiated security inspections of buildings, homes, public areas, and other geographic locations and make recommendations for reducing risk. Design, present, and coordinate crime prevention programs and activities; and maintain a cooperative relationship with community members, school officials, and neighborhood groups.

Competently handle complaints filed by citizens and investigate these complaints for violations of laws and ordinances; competently complete required reports and paperwork. Conduct interviews and interrogations of victims, witnesses, suspects, offenders and others. Identify, collect, process, package, log, and store physical evidence;. Collect, route, and report information; search persons, vehicles, and places. Identify and arrest offenders including subduing resistant arrestees. Prepare criminal complaints, arrest warrants, search warrants, and other court documents. Prepare cases for trial; and appear and testify in court and other legal proceedings.

Assist disabled motorists; engage in traffic and parking enforcement; competently control, regulate, and direct vehicle and pedestrian traffic; and investigate traffic accidents. Provide aid to injured persons, and prepare competent reports and diagrams.

Coordinate and conduct criminal investigations involving youthful offenders; investigate cases involving child abuse and runaways; provide support for the school district in dealing with criminal behavior by juveniles; make referrals to appropriate juvenile service agencies; counsel and advise victims, families, and offenders involved in juvenile cases.

Competently handle domestic disputes and other conflicts. Observe, recognize, and report or correct public hazards; respond to requests for assistance; administer first aid; investigate incidents involving death due to accident, suicide, natural causes, or criminal acts. Investigate reports of lost or found property; investigate animal complaints; investigate municipal ordinance complaints and take appropriate action to correct local problems affecting the quality of life present in the community. Direct the actions of civilians; generally assist persons requesting police assistance; conduct background investigations; attend assigned training. Develop and maintain necessary skills including licenses, permits, and certifications; train new officers; and perform other duties as assigned.

#### **Skills, Knowledge, and Abilities**

Successful completion of the twelfth grade, certification as a Police Officer in the State of Illinois, and successful completion of the department's Field Training Program prior to the first full year of service. Possession of a valid Class D Illinois Driver's license and an Illinois Firearm Owners Identification card.

This position requires skills in basic law enforcement and community policing. Advanced knowledge of department rules, policies, and procedures, and expert knowledge of the city code. Advanced knowledge of the municipality and the surrounding area including thoroughfares, adjoining jurisdictions, and common locations is required. The ability to communicate effectively both verbally and in writing; hearing must be correctable to levels below 35 db and in the 5-3,000 Hz frequency range; vision must be at least 20/100 binocular vision without glasses, correctable to 20/20 with glasses and shall not be colorblind. Ability to administer life saving procedures (CPR, first aid, etc.); ability to satisfactorily conform with physical fitness standards; ability to effect arrest; ability to subdue resisting individuals; ability to chase fleeing suspects; ability to run to persons requiring emergency assistance; ability to lift and carry equipment and injured/deceased persons; ability to force entry into buildings; ability to climb flights of stairs/ladders; ability to walk, stand,

or sit for long periods of time; ability to endure exposure to extreme weather and disease; ability to operate required equipment with necessary finger dexterity; ability to provide assistance to citizens in distress, including, but not limited to, manually pushing stalled motor vehicles. Ability to read, comprehend, and speak English and be able to demonstrate twelfth grade reading skills; ability to use a computer; ability to achieve and maintain firearm proficiency at an acceptable level; and the ability to understand and willingness to follow verbal and written instructions

**Work Conditions:**

The majority of tasks are performed outside while working from a patrol vehicle or other conveyance and will vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles and move quickly to avoid dangers. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in suspect's statements, circumstances, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, jobholders must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvement with dangerous and potentially dangerous people, animals, and equipment.

This position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year including weekends and holidays. Work shifts may be extended due to work load, emergency, disaster, officer shortage, or other good cause.

**Removal:**

Job incumbents can be removed with or without fault of the jobholder or the agency. Reasons for termination may include, but are not limited to, economic conditions which cause a reduction in work force; the jobholder's inability to attend work regularly; chronic illness; or a failure to competently perform any of the critical tasks of the position; failure to support the agency's mission; or behavior which brings disrepute to the agency or undermines the public trust in the police department.

**Job Holder Certification**

This job description has been presented to me and fully explained. I hereby certify that, to the best of my knowledge, I meet all of the conditions stated for this position and I agree to accept this job as stated herein in consideration of the compensation offered by the City of Genoa.

Signature: `

Date:

Department Head:

Date:

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