

**City of Wheaton Police Department
Lateral Police Officer
Application Packet**

Thank you for your interest in joining the Wheaton Police Department. Enclosed you will find information regarding our Lateral/Accelerated hiring process as well as the necessary documents which must be completed in order to be considered for employment. Please review these documents carefully. Additional application packets can be found at:

Wheaton Police Department

900 W. Liberty Drive
Wheaton, IL 60187

Wheaton City Hall

303 W. Wesley Street
Wheaton, IL 60187

City of Wheaton Website

www.wheaton.il.us

REQUIRED DOCUMENTS

- Application for Employment (pages 4 – 21)
 - Character Reference Form (3)
 - Background Authorization Form
 - Authorization for Release of All Personal Information
 - Policy Form Acknowledgement
 - Police Officer Employment Agreement
 - Police Officer Application Certification and Penalty Acknowledgement
- Resume
- PTB ID Number or other qualifying certification ID type and number (if out of state)
- Photocopy of Driver's License
- Certified Transcripts for Bachelor's Degree obtained from an accredited educational institution
 - Educational Waiver Form if Bachelor's Degree not obtained
 - Proof of completion of highest level of education

TO SUBMIT

Completed applications and required documents must be submitted to the Human Resources Department at City Hall. For more information, please call 630-260-2025.

City of Wheaton Police Department
Lateral Police Officer
Pre-Employment Process

The following information is supplied in an effort to inform you about the City of Wheaton's Lateral Hire Pre-Employment Process. Some items contained herein are subject to change without notice. If you have specific questions on any of these items, or about the Wheaton Police Department in general, please feel free to contact the Human Resources Department.

All appointments to the Police Department (except those of Police Chief, Deputy Chiefs, and civilian personnel) are made by the Chief of Police or his designee after the candidate has successfully passed an oral interview with the City of Wheaton Board of Fire and Police Commissioners.

Lateral Entry Salary and Benefits

The City of Wheaton offers a competitive pay and benefits package, including generous paid time off. Starting salary and paid time off are negotiable for lateral entry hires and will be agreed upon following a conditional offer of employment. Please visit the City of Wheaton website or contact the Human Resources Department for more information regarding our current salary and benefits package.

Minimum Requirements and Qualifications

Applicants for lateral appointment to the position of Police Officer must meet the following minimum qualifications and requirements at the time of application:

- State of Illinois certification or waiver by the Illinois Law Enforcement Training and Standards Board with no more than forty (40) hours of training required by that Board for recertification, if necessary. (Part-time certification as a law enforcement officer does not meet this requirement.)
- Must be a legal resident of the United States.
- Individuals must be at least 21 years old and under the age of 65.
- Education – Bachelor's Degree from an accredited institution. If Bachelor's Degree has not been completed, applicants must submit an educational waiver to the Board along with their application.
- Experience – Must be currently employed as a full-time sworn Police Officer in good standing with any municipal, county, university or state law enforcement agency at the time of their application.
- Valid IL Driver's License, or the ability to obtain within 90 days of hire (if out of state).
- Must agree to comply with all requirements of the position and have the ability to pass all examinations and training requirements.
- Ability to furnish, along with their application, a copy of the following: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning and college diploma or, if necessary, educational waiver request; naval or military service board and discharge papers (DD-214); employee evaluations; and any other employment related material as requested or required.

Selection Process

Each phase of the process is pass / fail. Candidates are required to pass each phase in order to proceed to the next. A candidate who fails any phase of the process will be disqualified and considered ineligible for hire. The Board may also consider a candidate to have failed a required phase of the selection process if it is determined that the candidate meets any of the automatic disqualifiers defined in Chapter II, Section 2 – “Disqualifications” of the City of Wheaton Board of Fire and Police Commissioners Rules & Regulations.

- Completion of an employment application to the City of Wheaton Board of Fire and Police Commissioners.
- A pre-screening of applicant. A pre-screening of the applicant shall be conducted by the Police Department. The pre-screening will include a criminal background check.
- Polygraph examination.
- Character and background investigation. A character and background investigation of the applicant shall be conducted by the Police Department. The investigation may include personal and professional references checks, previous and current employment verification and a screening interview as determined by the Department which is intended to assist the Board in determining an applicant's suitability for the position sought by the applicant.
- Oral interview with City of Wheaton Board of Fire and Police Commissioners. Candidates must obtain a score of 70% or greater in order to pass the Oral interview phase.
- Post-offer examinations including but not limited to psychological evaluation; medical examination; vision screening; and drug screening.
- All appointments are subject to a mandatory Field Training Program and a twelve (12) month probationary period.

Lateral entry eligibility list

- A lateral entry eligibility list will be created from qualified applicants that submit the required application materials.
- A candidate's placement on any lateral entry eligibility list shall be by alphabetical order of their last name.
- Candidates shall maintain their status on the lateral entry eligibility list by successfully passing each phase of the selection process. Failure to pass a required phase will result in removal from the list.
- Once a vacancy has been identified in the Department, the Chief, or his designee, may extend a conditional offer of employment to a candidate from the lateral entry eligibility list who has successfully passed all required phases of the selection process. This decision may be based on the candidate's possession of certain knowledge, skills and abilities which were identified during the selection process, that make certain candidates more desirable for the position sought to be filled.
- Candidates who have successfully passed each phase of the selection process may maintain their eligibility for appointment for up to two (2) years from the date of their oral interview with the City of Wheaton Board of Fire and Police Commissioners.
- The City of Wheaton Board of Fire and Police Commissioners reserves the right to solicit applications and add additional candidates to the lateral entry eligibility list at any time.

Application for Employment Lateral Police Officer

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the express policy of the City of Wheaton to consider all applicants for City employment without regard to race, color, religion, gender, age, disability status, political affiliation, or national origin (except where a bona fide occupational qualification exists).

Today's Date: _____

PERSONAL

Name: Last: _____ First: _____ Middle: _____

Have you ever used an alias, or been known by another name? If so, please state: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): Home: _____ Work: _____

Cell: _____

Email Address: _____

Are you legally permitted to work in the United States? Yes ☐ No ☐

Date of Birth: _____ Social Security Number: _____

How did you learn of position? (referral source): _____

Are you related to any employee of the City of Wheaton or an elected official? Yes ☐ No ☐

If yes, please state their name and relationship to you: _____

Are you authorized to work in the United States? Yes ☐ No ☐

Have you ever been classified by your local selective service draft board as a conscientious objector?

Yes ☐ No ☐

Please refer to the attached job description for the position of Police Officer. Can you, with or without a reasonable accommodation, perform the essential functions of the job? Yes ☐ No ☐

FAMILY PROFILE

List every member of your family who is still living. Include father, mother, brothers and sisters.

1. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
2. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
3. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
4. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
5. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
6. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
7. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____
8. Name: _____ Relationship: _____ Date of Birth: _____
Address: _____

EDUCATION, TRAINING AND EXPERIENCE

School	Name & Address	Course of Study	Last Year Completed	Did You Graduate?	List Diploma or Degree
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Colleges, Vocational or Business Schools and Other Higher Education			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15 <input type="checkbox"/> 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> 17+	<input type="checkbox"/> Yes <input type="checkbox"/> No	

As of today, do you obtain the following?

State-certified Law Enforcement Officer: Yes ☐ No ☐

PTB ID Number: _____

or Other Identifier (if out of state): _____

State-certified Corrections Officer: Yes ☐ No ☐

Associate's Degree: Yes ☐ No ☐

Bachelor's Degree: Yes ☐ No ☐

Master's Degree: Yes ☐ No ☐

List any professional licenses or certifications, courses, seminars, workshops, training sessions, etc., that might relate to the type of work or position you are applying for:

DRIVING HISTORY

Do you possess a valid Driver's License?

License Number: _____ State: _____ Expiration Date: _____

As a driver, have you ever been involved in a traffic accident? Yes ☐ No ☐

If Yes, please explain: date, location, nature of accident:

Have you ever been refused a driver's or chauffeur's license by any state? Yes ☐ No ☐

Has your license ever been suspended, revoked, or placed on probation? Yes ☐ No ☐

RESIDENCES

List your addresses for the last ten years, starting with present address first.

1. Address : _____ From: _____ To: _____
2. Address : _____ From: _____ To: _____
3. Address : _____ From: _____ To: _____
4. Address : _____ From: _____ To: _____
5. Address : _____ From: _____ To: _____

MILITARY SERVICE

Are you a veteran of the U.S. Military? Yes ☐ No ☐

If yes, branch: _____ Dates of service: _____

Are you now or were you ever a member of the U.S. Reserve Forces? Yes ☐ No ☐

Are you now or were you ever a member of the National Guard? Yes ☐ No ☐

CRIMINAL HISTORY

Excluding juvenile expungements

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted of any of the following crimes as either misdemeanors or felonies?

1) Homicide Yes ☐ No ☐

2) Manslaughter Yes ☐ No ☐

3) Robbery Yes ☐ No ☐

4) Burglary Yes ☐ No ☐

5) Fraud Yes ☐ No ☐

6) Kidnapping Yes ☐ No ☐

7) Forgery Yes ☐ No ☐

8) Money Laundering Yes ☐ No ☐

9) Solicitation of a Child Yes ☐ No ☐

10) Criminal Sexual Abuse Yes ☐ No ☐

11) Criminal Sexual Assault Yes ☐ No ☐

12) Aggravated Criminal Sexual Assault Yes ☐ No ☐

13) Aggravated Criminal Sexual Abuse Yes ☐ No ☐

14) Adultery Yes ☐ No ☐

15) Public Indecency Yes ☐ No ☐

16) Prostitution Yes ☐ No ☐

17) Soliciting for a Prostitute Yes ☐ No ☐

18) Keeping a Place of Prostitution Yes ☐ No ☐

19) Patronizing a Prostitute Yes ☐ No ☐

20) Pimping Yes ☐ No ☐

21) Juvenile Pimping Yes ☐ No ☐

22) Exploitation of a Child Yes ☐ No ☐

23) Aggravated Assault Yes ☐ No ☐

24) Intimidation Yes ☐ No ☐

- 25) Theft Yes ☐ No ☐
- 26) Institutional Vandalism Yes ☐ No ☐
- 27) Mob Action Yes ☐ No ☐
- 28) Obstructing Justice Yes ☐ No ☐
- 29) Perjury Yes ☐ No ☐
- 30) Suborning Perjury Yes ☐ No ☐
- 31) Tampering with Public Records Yes ☐ No ☐
- 32) Keeping a Gambling Place Yes ☐ No ☐

Are you currently now abusing or excessively using alcohol? Yes ☐ No ☐

Do you currently use illegal drugs? Yes ☐ No ☐

Are you currently now excessively gambling? Yes ☐ No ☐

Do you currently possess a valid Firearms Owner Identification Card? Yes ☐ No ☐

If Yes, Card Number: _____ Expiration Date: _____

EMPLOYMENT HISTORY

List your previous three (3) employers, including any Military service. Begin with current or most recent employer.

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time ☐ Part-time ☐

Your Title: _____ Hours per week: _____

Your Duties: _____

Reason for Leaving: _____

May we Contact this employer? Yes ☐ No ☐

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time ☐ Part-time ☐

Your Title: _____ Hours per week: _____

Your Duties: _____

Reason for Leaving: _____

May we Contact this employer? Yes ☐ No ☐

Employer: _____ Telephone: _____ From: _____

Address: _____ To: _____

Supervisor's Name and Title: _____ Full-time ☐ Part-time ☐

Your Title: _____ Hours per week: _____

Your Duties: _____

Reason for Leaving: _____

May we Contact this employer? Yes ☐ No ☐

Have you ever been asked to resign from a position? Yes ☐ No ☐

If Yes, please list employer and date of resignation: _____

Were you ever placed on a police or fire eligibility list and not hired? Yes ☐ No ☐

If yes, Agency(ies): _____ Date(s): _____

PROFESSIONAL REFERENCES

Please list below five references that are familiar with your work history and experience. Do not list relatives, friends or personal references.

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

Name: _____ Company: _____

Business Relationship: _____ Years Known: _____

Phone Number: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I also authorize the Police Department to furnish all information regarding any conviction listed under my name and release them from all liabilities whatsoever for furnishing any information concerning me. I understand that a post-offer medical examination, including a drug screen, will be required for this position. I further understand that any offer of employment or granting of employment made by the City may be withdrawn or I may be discharged by the City's Director of Human Resources in their sole discretion, with or without cause, at any time should the Director of Human Resources determine that the withdrawal of the offer or dismissal is in their opinion in the best interests of the City. In consideration of the City reviewing and investigating this application I hereby waive, to the greatest extent permitted by law, any and all suits, claims, actions or demands in law, chancery or administrative proceeding and damages, costs, expenses, lost wages, lost income or lost opportunities which may result from the City's withdrawal of any offer of employment.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document, nor the City of Wheaton Personnel Manual, nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I HAVE READ THIS APPLICANT'S STATEMENT AND AGREE TO BE BOUND BY IT'S TERMS AND CONDITIONS.

Please note that applicants are not obligated to disclose sealed or expunged records of conviction or arrest. The City, however, after it extends a conditional offer of employment, will have a criminal background check run and felony and other criminal convictions may be used in making a determination of final job offer as permitted by law.

Signature of Applicant: _____ Date: _____

Notice to Applicant:

Please provide 3 separate character references that are not already listed on your employment application. Please do not use family members as references.

THIS FORM MUST BE FILLED OUT AND SIGNED BY THE CHARACTER REFERENCE NOT THE APPLICANT!

CHARACTER REFERENCE FORM - 1

To the Chair of the City of Wheaton
Board of Fire and Police Commissioners:

This is to certify that I have known _____ for a minimum of three years and believe that person to be of good character, of correct and orderly deportment, of temperate and industrious habits, and in all respects qualified for the police service in the City of Wheaton.

Further, I am willing that this certificate be made public if the Board of Fire and Police Commissioners deem it necessary or advisable.

Dated this _____ day of _____, 20 ____.

Printed Name

Signature

Address

(Home or Cell Phone)

City

State

Zip

(Work Phone)

Notice to Applicant:

Please provide 3 separate character references that are not already listed on your employment application. Please do not use family members as references.

THIS FORM MUST BE FILLED OUT AND SIGNED BY THE CHARACTER REFERENCE NOT THE APPLICANT!

CHARACTER REFERENCE FORM - 2

To the Chair of the City of Wheaton
Board of Fire and Police Commissioners:

This is to certify that I have known _____ for a minimum of three years and believe that person to be of good character, of correct and orderly deportment, of temperate and industrious habits, and in all respects qualified for the police service in the City of Wheaton.

Further, I am willing that this certificate be made public if the Board of Fire and Police Commissioners deem it necessary or advisable.

Dated this _____ day of _____, 20 ____.

Printed Name

Signature

Address

(Home or Cell Phone)

City

State

Zip

(Work Phone)

Notice to Applicant:

Please provide 3 separate character references that are not already listed on your employment application. Please do not use family members as references.

THIS FORM MUST BE FILLED OUT AND SIGNED BY THE CHARACTER REFERENCE NOT THE APPLICANT!

CHARACTER REFERENCE FORM - 3

To the Chair of the City of Wheaton
Board of Fire and Police Commissioners:

This is to certify that I have known _____ for a minimum of three years and believe that person to be of good character, of correct and orderly deportment, of temperate and industrious habits, and in all respects qualified for the police service in the City of Wheaton.

Further, I am willing that this certificate be made public if the Board of Fire and Police Commissioners deem it necessary or advisable.

Dated this _____ day of _____, 20 ____.

Printed Name

Signature

Address

(Home or Cell Phone)

City

State

Zip

(Work Phone)

Form No. 1

CITY OF WHEATON
BOARD OF FIRE AND POLICE COMMISSIONERS

AUTHORIZATION FORM

I, hereby, authorize and empower the City of Wheaton Board of Fire and Police Commissioners, a consumer reporting agency and/or any other outside service company, engaged by said Board for this purpose, now or subsequently, to obtain, prepare, furnish and use information concerning my current and former employment, education, credit, general reputation, and personal characteristics, through correspondence or personal interviews with neighbors, friends, associates, or others with whom I am acquainted or who may have knowledge concerning any of the above items.

Dated this _____ day of _____, 20 ____.

Signature

Name (please print)

Form No. 2

CITY OF WHEATON
BOARD OF FIRE AND POLICE COMMISSIONERS

AUTHORIZATION FORM

TO WHOM IT MAY CONCERN:

I respectfully request a waiver that you forward to the Board of Police and Fire Commissioners any and all information that you may have concerning me, my work record and my reputation. Also, will you please provide any information that may appear in my personnel file.

This information is to be used to determine my qualifications for a position that I am seeking with the Wheaton Police Department.

I hereby release you and/or your employer on account of furnishing the information requested above.

Dated this _____ day of _____, 20 ____.

Signature

Name (please print)

Form No. 3

CITY OF WHEATON
BOARD OF FIRE AND POLICE COMMISSIONERS

POLICY FORM

I understand and agree that the results of any examinations, testing or evaluation of any kind whatsoever I take or participate in for the police officer qualification process for the City of Wheaton are the exclusive property of the City of Wheaton Board of Fire and Police Commissioners and, as a condition, and in consideration of, allowing me to attempt to qualify for the position of Wheaton police officer, I hereby agree and covenant that I will not request and hereby waive receipt, possession of or any claim to, the results or partial results of any such examinations, testing or evaluations of any kind and acknowledge the only information I will be provided or am entitled to is whether I will be advanced or not advanced in the qualification process.

Dated this _____ day of _____, 20 ____.

Signature

Name (please print)

Form No. 4

**CITY OF WHEATON
POLICE OFFICER
EMPLOYMENT AGREEMENT**

I, _____, in advance of my appointment, and as partial consideration for my appointment as a Police Officer with the City of Wheaton, do hereby acknowledge that in the event I resign the City's employ and that such resignation occurs within a three (3) year period from my date of hire, I will reimburse to the City all costs associated with training and education which are not reimbursed through other agencies and any related costs for uniforms according to the following scale. I further agree that should it become necessary for the City of Wheaton to have its attorney enforce this agreement, I will reimburse the City of Wheaton for any and all reasonable attorney's fees and costs incurred by the City in the enforcement of this agreement.

<u>Length of Employment</u>	<u>% of Reimbursement</u>
0-1 Years	100%
1-2 Years	50%
2-3 Years	25%

Name (Please Print)

Signature

Date

Form No. 5

CITY OF WHEATON
POLICE OFFICER APPLICATION
CERTIFICATION AND PENALTY

I hereby declare that all statements and information provided to the Wheaton Board of Fire & Police Commissioners and Wheaton Police Department in this Personal History Statement, as well as any other statements and information provided for my pre-employment background investigation or any other phase of my pre-employment screening, are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact, willful omission of material fact, or willful deception, will be cause for disqualification and rejection as a candidate for employment, without appeal. I further understand that these aforementioned misstatements, omissions, or deceptions are also grounds for termination after employment, without notice and without any right of appeal.

Signature of Applicant

Date

Applicant Name (please print)

Subscribed and sworn to before me the _____ day of _____, 20____.

Notary Public in and for the said County of _____,

State of _____.

Notary Public

Board of Fire & Police Commissioners

Educational Waiver Request

Per Chapter II, Section 8 (Waivers) of the Rules and Regulations of the Board of Fire and Police Commissioner, an applicant may submit a written request to the Board for a waiver of the educational requirement specified in this chapter. A request for waiver must accompany the application packet or will not be considered. The Board, or its agent in conjunction with the Board Chair, shall have the power to waive the educational requirement as is appropriate according to the facts and reasons submitted in the written request. Each request shall be considered on an individual basis.

Candidate Name _____

Address _____

City _____ State _____ Zip _____

Phone Number (_____) _____ - _____

Highest level of education: _____

Name of institution: _____

If currently enrolled as a student:

Name of College/University Currently Attending _____

Degree being Sought _____ Major/Minor _____

Number of credit hours earned _____ Number of credit hours remaining until
degree is earned _____

Expected graduation date ____ / ____ / ____

Please explain to the Board of Fire & Police Commissioners why you should be granted a waiver:

City of Wheaton Police Department Police Officer Job Description

Job Title:	POLICE OFFICER	FLSA Status	CBA
Department:	Police	Reports to:	Police Sergeant
Pay Grade:	CBA	Positions Supervised	Varies
Date Approved:	12-6-2013	Full/Part Time	Full Time

Job Summary

The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Police Officers also may be assigned duties as detectives, youth officers, crime prevention officers, department training officers, evidence technicians, field training officers, accident investigators, breathalyzer operators, firearms instructor officers, DARE program officers, hostage negotiators or special response team officers. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the employee. Work assignments are general, and specific instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

Essential Job Functions

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Crime Prevention

- Patrols assigned area.
- Observes for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, potential problem areas.
- Conducts security inspections and surveys of buildings and other locations, makes recommendations regarding security.
- Makes presentations to groups and individuals on subjects related to the job's tasks and functions.

Criminal Investigation and Apprehension

- Handles complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances and documents and investigates reported violations.
- Conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Collects information and either acts upon it if within the scope of his authority or routes it to the proper authority or agency.

- Searches persons, vehicles, places and other items.
- Identifies and arrests offenders, including subduing resistive arrestees.
- Books, guards and escorts prisoners.
- Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents.
- Prepares cases for trial.
- Appears and testifies in court, at coroner's inquests, at deposition sessions and at similar proceedings.
- Controls, regulates and directs traffic, vehicular and pedestrian.
- Investigates traffic accidents including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams.
- Assists disabled motorists.

Juveniles

Deals with all ages of children in a variety of situations such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions, informants.

Miscellaneous Order Maintenance

- Deals with domestic disputes and other interpersonal and business conflicts.
- Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Responds to requests for ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes including determination of the circumstances and handling/removal of the body and dealing with the family, relatives, friends, witnesses, etc.
- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints including apprehension and transport of stray or vicious animals.
- Directs and/or supervises others (civilian/ public employees) at the scenes of crimes, accidents, disasters, assemblies, etc.
- Generally assists persons in distress.

Organizational Support

- May perform desk duties including telecommunications (telephone, computer terminal, and radio), assisting persons at the counter, processing and filing reports.
- Conducts background investigations.
- Attends training as assigned.
- Develops and maintains required skills and licenses/permits/certifications associated with areas of special instruction, expertise, etc. (Firearms Qualification; Breath Operator Certification; C.P.R.; Evidence Technician; Accident Investigator; Juvenile Law; Criminal Investigations).
- Trains new officers, reserve officers and other officers/employees in areas of special skills or expertise.
- Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.

SCHEDULING:

The position involves regular and irregular shift work and shift rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, work load, or work-in-progress.

ENVIRONMENTAL FACTORS:

The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and extreme weather conditions.
- Lighting conditions: all and extreme lighting conditions, daylight and night light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills: in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to
 - armed and/or dangerous persons/animals
 - persons and/or articles with contagious/communicable diseases.
 - hazards associated with emergency driving, traffic control and working in and around traffic.
 - hazards associated with natural and man-made disasters.

EQUIPMENT:

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably/safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons.
- Basic office equipment: including but not limited to typewriters, telephones, computer terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including but not limited to speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restrain devices, flashlights, batons and other simple weapons, gas masks, helmets, standard police uniform, simple tools (pry bars, hydrant wrenches, tape measures, etc.), cameras, fingerprinting equipment, etc.

WORKER CHARACTERISTICS:

The position requires the employee to have and maintain:

Physical condition needed to:

- Effect arrests
- Subdue resisting individuals
- Chase fleeing suspects
- Run to persons requiring emergency assistance
- Lift and carry equipment and injured/deceased persons
- Force entry into buildings
- Climb flights of stairs/ladders
- Walk, stand or sit for long periods of time (including driving)
- Endure exposure to extreme weather and disease
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally
- Operate required equipment
- Perform required job tasks and functions
- Provide assistance to citizens and co-workers in distress, including but not limited to manually pushing stalled motor vehicles

Effective audio-visual discrimination and perception needed to:

- Make observations
- Read and write
- Drive and operate equipment safely

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action
- Understand, interpret and apply applicable Federal and State statutes, local ordinances, court decisions and Police Department and City/Village rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and

requests.

- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the City and the surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

Important Job Functions

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Perform other duties as required or assigned.