

**ELWOOD POLICE DEPARTMENT**  
**Job Description**

**JOB TITLE: Patrol Officer**

Approved by: Chief of Police  
Date Established: August 12, 2011  
Date Revised: October 1, 2015

**GENERAL PURPOSE**

Performs general-duty police work in the protection of life and property, enforcement of laws, investigations of crimes and other incidents, preserving the peace, problem-solving, and related work as required.

Patrol Officers are appointed by the Board of Trustees.

**SUPERVISION**

Usually works with little or no field supervision, reports directly to Police Commander and Chief of Police.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below 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.

Patrol officers work various hours and starting times, with the potential of rotating shifts, in order to provide community protection on a 24-hour basis. Patrol Officers participate in problem oriented policing efforts by identifying problem areas, recommending and implementing solutions and monitoring the results.

**Motor Vehicle Related**

- Drives a police vehicle under non-emergency and emergency conditions
- Patrols assigned areas in a police vehicle
- Transports prisoners in custody and other persons

**Patrol Related**

- Responds to dispatched calls for service
- Searches for persons and/or vehicles
- Searches premises and/or property.
- Evacuates persons from dangerous and hazardous areas.
- Responds and resolves animal complaints; captures animals; identifies ownership of animals running at large
- Patrols assigned areas on foot when specifically assigned
- Checks condition and or status of assigned patrol equipment in a routine manner
- Issue citations for non-traffic ordinance violations

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- Assists other enforcement and/or department personnel as requested

Traffic Enforcement Related

- Investigates motor vehicle crashes
- Assists elderly or disabled persons
- Issues citations for traffic and parking violations
- Issues citations for Commercial Vehicle violations
- Requests prompt emergency assistance for accident victims
- Checks vehicles for proper registration
- Administers roadside sobriety tests
- Locates witnesses to crashes
- Controls and directs vehicular and pedestrian traffic using barriers, flares and signals
- Removes hazards from roadway
- Arranges for obtaining blood/urine samples for sobriety tests consistent with State statutes.
- Follows and/or investigates suspicious vehicles and/or persons.
- Provides assistance to motorists
- Pursues suspects on foot and/or in vehicles.

Investigative Related

- Completes initial report based upon victim/witness/suspects statements
- Identifies and apprehends offenders
- Locates and identifies witness to crime
- Interviews victims and witnesses
- Interrogates suspects
- Handcuffs suspects and/or prisoners
- Conducts frisks and/or pat down searches
- Advises persons of their constitutional rights
- Seizes contraband
- Processes prisoners
- Arrests persons on probable cause
- Subdues resisting suspects utilizing reasonably objective force to defeat the resistance
- Investigates suspicious persons and/or vehicles
- Investigates crimes
- Collects and preserves evidence
- Secures crime and/or disaster scenes
- Diagrams crime and/ or accident scenes
- Documents chain of custody for collection of evidence

Physical Related

- Maintain firearm proficiency as directed by departmental general orders
- Maintain and clean and inspect duty weapons on a regular basis
- Sit and/or stand for long periods of time
- Walk up and down flights of stairs
- Run fast when required to apprehend a fleeing suspect or to administer assistance to a citizen
- Climb over obstacles such as fences shrubs, ditches or other obstacles
- Lift, pick up and/or carry and/or push and/or drag deceased or incapacitated subjects
- Walk and/or run for long periods of time

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- Be able, when required, to force entry into buildings
- Jump down or descend/repel from elevated surfaces
- Climb, pull and/or crawl through openings
- Interact well with citizens and other law enforcement professionals

**Other Relevant Issues**

- Participate in all required training sessions
- Perform special duties as directed by the Chief of Police or his designee
- Write police reports, memos and letters that are legible, relevant and comprehensive
- Make sound judgments regarding arrest and/or apprehension and detention of subjects
- Maintain a proficiency in the use of a firearm, patrol rifle, and/or shotgun, Taser ECD, handcuffing techniques, chemical spray, ASP or baton and/or any approved item of police equipment
- Maintain an Illinois driver's license free of aggravated traffic violations
- Maintain a criminal history free of any felony convictions
- Maintain a current valid Illinois State Police Firearms identification card
- Be able to operate a motor vehicle in a safe and professional manner at all time
- Be able to operate radio equipment

**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
- Performs administrative or staff duties as assigned

**REQUIRED QUALIFICATIONS**

- Must be 21 years or older at the time of employment;
- Must possess a valid state driver's license and not have a suspended or revoked driver's license in any other state
- No felony convictions or disqualifying criminal histories
- United States citizen
- Must be able to read and write the English language
- Must be of good moral character and of temperate and industrious habits
- All applicants must have a high school diploma or an equivalent high school education certificate as recognized by the Illinois State Department of Education; bachelor's degree in police science, criminal justice, psychology, sociology, or related field and/or Certification as a Peace Officer in the State of Illinois are preferred.

**SKILLS, KNOWLEDGE, AND ABILITIES**

- Some working knowledge of the street layout and population pattern of the Village
- Some working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly to emergency police situations
- Ability to drive an automobile safely and efficiently
- Good physical condition
- Ability to pay close attention to audio and visual detail to identify violators and accurately describe crime scenes

- Knowledge of conflict management techniques
- Ability to exercise good judgment to identify violations of the law and handle difficult situations
- Ability to operate vehicles safely for long periods of time and to patrol assigned areas
- Ability to communicate effectively with perpetrators and victims
- Ability to document information accurately
- Skilled in the use of computers, electronic, and audio equipment
- Ability to analyze and interpret information to determine nature of the complaint and/or violation
- Ability to physically subdue resistant violators
- Ability to effectively manage stressful situations
- Ability to perform emergency life-saving techniques safely
- Ability to document results of investigations to provide accurate descriptions of events
- Skilled in the use of crime scene evidence collection equipment
- Ability to proficiently use firearms
- Ability to perform physically demanding tasks such as climbing stairs and/or ladders, chasing fleeing suspects, lifting and carrying injured persons, etc.
- Ability to perform manual traffic control in adverse weather conditions
- Extensive knowledge of First Responder First Aid

### **SPECIAL REQUIREMENTS**

- Ability to meet Department's physical and psychological standards
- Ability to perform assignments as required

### **SELECTION GUIDELINES**

Formal application; review of education and experience; appropriate testing; oral interview; background investigation; polygraph examination; psychological examination; final selection.

### **TOOLS AND EQUIPMENT USED**

Including but not limited to police vehicle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, first aid equipment, mobile data terminal, personal computers, cellular smartphone, Live Scan Biometric fingerprint scanner.

### **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. Must have the ability to physically subdue resistant subjects.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is also 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 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.

## **SAFETY COMPLIANCE**

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety compliance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules and any special instructions from a supervisor
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know his or her exact duties in case of fire or catastrophe
- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment for which he or she is trained and authorized to operate
- Participate in special safety activities as designated, such as Safety Committees, Job Safety Analysis, special training, etc.

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.