



CITY OF ROLLING MEADOWS

Position Description

Position Title: Police Officer

Reports to: Patrol Unit Sergeant

Job Status: Full Time

Supervises: DNA

Department: Police

Pay Grade Assignment: CBA

FLSA Classification: Non exempt

Position Purpose:

- Performs the basic rudiments of police work such as patrolling assigned areas in the prevention of crime, the enforcement of state and city laws, ordinances and regulations, and the preservation of order.
- Shall promote police/community partnerships to address the causes of criminal activity, community disorder, community fears and concerns, and any other community problem or issues.

Essential Position Duties:

- Intervene in on-view criminal activity and or acts of disorder.
- Initiate, develop, implement and follow through with solutions to specific problems that are identified or brought to our attention through the community via action plans;
- Encourage citizens to participate in the problem solving process;
- Provide personalized and decentralized police service to the neighborhoods;
- Develop collaborative relationships among individuals, and organizations necessary to jointly solve crime problems;
- Develop and implement programs for public awareness of crime prevention methods and public education.
- Educate the citizens of the police role in the community;
- Adhere to Department and City rules and regulations;
- Adhere to uniform and grooming requirements;
- Ability and willingness to work mandatory overtime when required;
- Respond to radio dispatches;
- Investigate reports of criminal activity; investigates suspicious persons/incidents;
- Prepare written reports on incidents, crimes, accidents, arrests, and property impounded;
- Provide direction and information to the public;
- Issue citations, warnings, or notice to appear for violations of laws and ordinances;

- Make arrests and serves warrants for violations of laws and ordinances;
- Direct motor vehicle and pedestrian traffic; assists disabled motorists and stranded pedestrians;
- Appear in court when required;
- Collect evidence and information for the investigation and prosecution of crimes;
- Check the security of business establishments during closed hours;
- Report public property found damaged or in need of repair;
- Participate in crime prevention activities, programs, and school programs;
- Attempt to locate missing and/or wanted persons;
- Assist other units/divisions within the Department;
- Assist outside agencies as needed or assigned;
- Provide highly visible patrol in known areas of high crime;
- Provide selective traffic law enforcement in areas of high accident/violation rates.
- Maintain contact with civic groups, business groups, neighborhood groups, youth groups and special interest groups (elderly, handicapped, etc.) in order to facilitate training programs or special programs;
- Conduct business and residential crime prevention security programs which will deter criminal activity;
- Initiate and maintain programs in the youth area that will instill community involvement activities in the preteen and teenage group;
- Attend roll call and briefing sessions;
- Attend department assigned training programs;
- Assist in recruitment programs;
- Assist in special programs such as the PNR and Citizens Police Academy;
- Responds to Departmental correspondence via e-mail, voice mail or written documentation;
- Discharge any other duties assigned.
- SAFETY - responsible for his/her safety and the safety of other employees through compliance with established guidelines; reports circumstances and situations that are deemed hazardous, or otherwise detrimental to the public or City employees in a timely manner.

Competencies:

- Ability to observe situations analytically and objectively and to record them clearly and completely;
- Ability to react quickly and calmly in emergencies;
- Ability to express oneself clearly and concisely both orally and in writing;
- Ability to handle situations firmly, courteously, tactfully and impartially;
- Ability to develop skill in the use of firearms and other defensive tools/tactics;
- Ability to safely operate motor vehicles in both routine and emergency operations;
- Ability to exercise good judgment in evaluating situations and making decisions;
- Ability to perform tasks requiring good physical condition and strength;
- Elementary skill in the application of modern police practices and techniques involving investigation, arrest, detention and treatment of prisoners; and in the care and use of appropriate tools, equipment and facilities.

Minimum Qualifications:

- Requirements for application listed in Chapter III of the Board of Fire and Police Commission Rules. Also, successful completion of the Board's examination and appointment from the certified list, graduation from a State of Illinois recruit training school.
- Ability to complete all training requirements as assigned by the training officer.

Environmental Conditions:

- Exterior environmental climate including foot and vehicular modes of patrol/transportation.
- Rotating and permanent shifts while in training.
- Remain physically fit as defined by department policy.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.
