

HINSDALE POLICE DEPARTMENT

JOB DESCRIPTION: POLICE OFFICER

I. GENERAL SUMMARY:

Under general supervision of Patrol Sergeant and according to established policies and procedures, patrols an assigned area in a patrol car or on foot in order to prevent crime or disturbance of peace and arrest violators, detect and correct public safety hazards and control traffic.

While assigned as a Detective, under general supervision of Sergeant of Investigations and according to established policies and procedures, investigates major felonies and other criminal complaints in order to gather evidence that will identify and lead to arrest and conviction of criminal offenders and recovery of any stolen property.

While assigned as Youth Officer, under general supervision of Sergeant of Investigations and according to established policies and procedures, provides police patrol and investigative services to counsel and help students and juvenile offenders. Investigates criminal complaints and develops and maintains cooperative working relationships with school administration.

II. PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Responds to all calls for police service. Investigates the complaint, takes appropriate action, assists complainants, obtains statements, and initiates fingerprint and evidence collection, if necessary.
2. Reports to accident scenes to give immediate first aid to injured persons, direct traffic at accident scene and investigate cause of accident. Takes photographs if necessary, obtains statements from drivers and witnesses, takes measurements and gathers evidence regarding the accident. Prepares the accident report for filing.
3. Patrols and monitors assigned roadways to enforce motor vehicle and criminal laws. Warns, issues traffic citations or arrests violators. Provides road information and assistance to motorists.
4. Patrols assigned residential and commercial areas, on foot or using a patrol car or bicycle, to prevent crime and disturbance of the peace. Familiarizes self with assigned area and notes any suspicious persons, vehicles or occurrences. Makes appropriate field interviews and warns or arrest violators.
5. Prepares clear and accurate reports (case, arrest and accident) necessary to keep a written record of occurrence and actions taken.

JOB DESCRIPTION: POLICE OFFICER

6. Appears in local, County and Federal courts and at Coroner's inquests to give testimony and present evidence.
7. Serves subpoenas, arrest warrants and summons to criminal suspects or witnesses.
8. Processes prisoners by recording name, address and offense charge. Takes photograph and fingerprints, and may transport prisoners to County Jail.
9. Attends seminars and training classes to improve job skills, keep current on laws and learn new law enforcement techniques. As a School Counsellor and Detective also keeps current with juvenile laws by participation in meetings and programs which enhance professional expertise in these areas.
10. Presents, participates and may develop Community Support, educational and crime prevention programs. Lectures on specific aspects, functions and goals of Police Department topics to civic, school and community groups. As School Counsellor, develops and presents educational; programs to students, parents and teachers on such topics as the court system, police career, drug and alcohol use/abuse, civil rights and bicycle safety.
11. May serve on a variety of specialized departmental units or committees in such areas as Breathalyzer Operators, Evidence Technicians, Booking Officers, Photo Lab, Field Training Officers and Traffic Safety Officer. Participates as a team or unit member in providing service, sharing professional knowledge and assisting department staff in becoming familiar with resources of specialty unit.
12. Performs other support related duties as requested by commanding officers, such as processing evidence, administering breathalyzer test or repairing equipment.

III. MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Work requires knowledge of police policy and procedures at a level generally acquired through completion of two years of college plus ten weeks of intensive training in basic law enforcement in a State certified training program, and a 14 week Department Field Training Program.
2. Work requires six to twelve months work experience in order to acquire sufficient familiarity with Village ordinance and State and Federal laws, as well as Police Department policies and procedures.
3. High level of analytical skills necessary to interpret laws and ordinances, determine appropriate law enforcement responses and school policy, gather information, interrogate suspects, solve criminal and juvenile cases, and complete police documentation.

JOB DESCRIPTION: POLICE OFFICER

4. Very high level of interpersonal skills necessary in order to explain traffic or criminal law violations, obtain information from crime victims, interview witnesses, informants and suspects, communicate and interact with police personnel, legal, court and outside agency personnel. School Counsellor must communicate with students, parents, teachers and school administration. Must exercise social sensitivity and tact in all instances.
5. Must possess a valid Class D vehicle operator's license.
6. Work requires ability to and pay close attention to detail for up to 80% of work time while on patrol (Patrol Officer); or completing investigative reports, reviewing evidence, or interviewing victims, witnesses or suspects (Detective);(Youth Officer);
7. Work requires physical ability necessary to pursue and restrain suspects or survey crime scenes and walk patrol areas, and assist injured persons.

IV. WORKING CONDITIONS:

1. Very frequent exposure (up to 80% of work time) to extreme weather conditions, traffic noise, other patrol conditions and disagreeable sights and odors.
2. Frequent (up to 50% of work time) exposure to hazardous situations which involve apprehending armed or physically violent persons, pursuing speeding motorists and/or interviewing mentally or emotionally disturbed persons.

V. EQUIPMENT USED:

1. Radio, telephone, car, handgun, shotgun, baton, handcuffs, lock-out tool, flashlight, radar unit, first-aid kit, bullet-proof vest, breathalyzer, fingerprint kit, identi-kit, camera, evidence kit, drug test kit, Varda alarm, beeper, OC Spray, catchpole, road flares, and A.L.E.R.T.S. in-car computer.

ADDITIONAL DUTIES AND RESPONSIBILITIES WHEN ASSIGNED AS A DETECTIVE:

1. Investigates all types of serious criminal complaints through the review or actual collection of evidence. Examines scene of crime to obtain clues, gathers or directs. Evidence Technicians in gathering evidence and fingerprints, and interviews victims, witnesses, offenders or suspects.
2. Patrols stairwells, hallways, restrooms, locker rooms and other interior areas of the school on foot to enforce school policies and criminal laws. Checks for signs of criminal activity; warns or arrests criminal violators.
3. Responds to a variety of student and school personnel complaints. Assists

JOB DESCRIPTION: POLICE OFFICER

complainants, obtains statements and initiates evidence collection, if necessary.

4. Patrols school extra-curricular activities and special events to prevent disturbances or presence of non-students or unauthorized persons. Coordinates any additional police manpower assigned to events.
5. Investigates all serious criminal complaints occurring on school campus. Gathers evidence, performs follow-up interviews of witnesses, victims or informants, obtains search or arrest warrants and apprehends or arrests suspects.
7. Regularly confers with school Principal and personnel in order to explain police services, elicit cooperation and coordinate provision of Police Department services with school programs.