



## City of Earlville

### Part-Time Police Officer

### Job Description

### An Equal Opportunity Employer

**Definition of Class:** The position of part-time Police Officer is an entry-level position within the Police Department. As a representative of the City of Earlville, the patrol officer is governed by not only legal, but also moral standards of the highest nature. His/her philosophy must be one of dedication to the public, submerging his/her own personal interest for the common good. He/she will work with the community to prevent crime, property loss and injuries. He/she will work to protect, regulate and service the citizens of the community as they go about their daily activities. The police officer must be able to perform these duties without the benefit of immediate supervision. The individual is required to know and apply Department policies, procedures and job methods relating to his/her work assignment. The job, by necessity, requires a degree of discretion and a working knowledge of criminal law, city ordinances, and department policies when dealing with the citizens of the community.

#### **Major Work Objectives:**

- Routinely patrols the streets and public grounds of the community to:
  - Identify crime hazards;
  - Deter criminal acts;
  - Moderate motorist behavior
- Enforces criminal law
- Enforces traffic laws, issuing citations or warnings to violators
- Investigates all traffic accidents occurring on these streets and highways within the corporate limits of the city
- Responds to and investigates citizen complaints and reports
- Prepares and/or dictates all required reports completely and promptly
- Testifies in court as a witness
- Operates equipment such as radar units, mobile data computers and other equipment as required
- Assists and cooperates with other law enforcement, social, and governmental agencies when requested, and when compatible with Department policy
- Shall attend recruit and in-service training schools as required to maintain current certification
- May be required to work in the capacity of a plain-clothes officer, or other special duty assignments

**QUALIFICATIONS:**

1. United States citizen
2. Not have been convicted of a crime
3. Possess a valid driver's license and above average driving history
4. Be in good health
5. Be of good character
6. Have a good credit history
7. Minimum of 3 years of full time law enforcement experience or 1400 hours of part time experience

**Essential Knowledge and Abilities:**

1. Thorough knowledge of Department policies, procedures and rules relating to the operation of the Police Department within one year of employment
2. Working knowledge of federal laws, state statutes, City ordinances and courtroom procedures
3. Ability to keep accurate records relating to assigned duties and tasks
4. Ability to write accurate, clear, concise and grammatically correct reports
5. Ability to grasp and use computers and computer related technology
6. Thorough knowledge of equipment used by police agencies and first-aid techniques
7. Ability to exhibit self-control when performing police duties
8. Ability to remain Certified as a police officer by the State of Illinois

**Desirable Training and Experience:**

1. High school graduation or equivalent. It is desired that education is supplemented by advanced education consisting of college education or advanced law enforcement training such as evidence technician, investigations, truck enforcement, accident investigation, etc., is desirable
2. Bachelor's Degree from an accredited college is desirable
3. Minimum of 21 years of age
4. Possession of a valid Illinois drivers' license with an above average driving record
5. Possession of valid documents to verify employment eligibility in the United States
6. For part-time employment, full-time or part-time certification with the State of Illinois is required

**Special Requirements:**

1. Must comply with any special requirements as to residence, age, physical condition, etc., as set by the City of Earlville
2. Selected individuals will be required to serve a twelve-month probationary period