



ENTRY-LEVEL POLICE OFFICER

JOB DESCRIPTION

Department: Urbana Police Department	Division: Patrol
Work Location: Dependent Upon Assignment	Percent Time: Full-time (100%)
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Patrol Sergeant	Union: FOP

JOB SUMMARY

Performs police protection and other services to safeguard the lives, property, and constitutional rights of the citizens of Urbana. Duties include investigating complaints, disturbances, accidents, and reported criminal activities; testifying in court; training new police officers; responding to crime and accident scenes, emergency situations and other requests for assistance; detecting, apprehending and arresting criminals; enforcing the laws and ordinances of the City; and performing a variety of specialized duties as assigned.

ESSENTIAL FUNCTIONS

- Patrols a designated city area to preserve law and order, prevents and discovers the commission of crime, and enforces traffic and other laws and ordinances.
- Responds to emergency and non-emergency calls for service.
- Gathers evidence, locates and interviews witnesses, makes arrests; prepares investigative data and case information for prosecution at crime scenes.
- Investigates family disputes, public disturbances; makes arrests or resolves minor problems directly; prepares complaint and investigation reports.
- Make sound decisions using, knowledge, training and experience.
- Positively interact with the public.
- Problem-solve complex community issues and look for innovative solutions to reduce repeat calls for service.
- Properly enforce federal, state and municipal laws.
- Investigates accidents; provides first aid to the injured; takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; takes necessary preventive or corrective measures.
- Cooperates in the prosecution of criminal offenders by court testimony, grand jury testimony and at coroner's inquests.

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- Performs traffic control duties; operates radar traffic control unit; apprehends violators and issues traffic tickets; directs traffic at intersections; issues parking tickets.
- Trains new police officers to use equipment; orients new police officers to the department's rules, regulations, policies, and procedures.
- Performs community policing functions.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

- Must possess a high school diploma or equivalent high school education

General

- At least 21 years of age and no more than 34 years of age by the exam date unless previously employed as a certified police officer or has prior military experience. Applicants may exceed the age of 35 years by the number of years served on active military duty, but by no more than 10 years of active military duty. (65 ILCS 5/10-2.1-6)
- Valid driver's license and safe driving record.
- U.S. Citizen (Urbana Civil Service Rule 6.1-B)
- An applicant must not have any felony convictions nor have been convicted of certain misdemeanors (65 ILCS 5/10-2.1-6).

Ability to

- Communicate effectively both orally and in writing.
- Understand and follow oral and written communications.
- Cope with situations firmly, courteously, tactfully, and with respect for the rights of others;
- Analyze situations quickly and objectively, and to take emergency courses of action;
- Communicate effectively both orally and in writing.
- Develop skill in the use and care of firearms and other equipment used by police;
- Perform multiple tasks within the same period of time;
- Learn and use basic computer operations as it relates to police work.
- Understand and carry out complex oral and written instructions.
- Work effectively in emergency situations and under little direct supervision.
- Acquire a Firearm Owner's Identification (FOID) card.
- Work various shifts and be on 24-hour call.
- Successfully complete Basic Law Enforcement training program and other training programs as required by the Urbana Police Department and by local, state and federal law.

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- Learn the following through training, and then be able to retain and apply this information:
 - Geographic area of designated patrol area.
 - First aid.
 - Controlling laws and ordinances respecting arrest, admissible evidence, and prosecution of persons.
 - Court system.
- Preserve law and order, prevent and discover the commission of crime and enforce traffic and other laws and ordinances.
- Routine maintenance of equipment.
- Safely utilize City vehicles and property.
- Safety of the general public, self, and fellow workers.
- Handle and maintain confidential information.

Licenses, Certifications and Memberships Required

- Must possess and maintain a valid driver's license.

Special Requirements

- Must undergo a background check.
- Must maintain physical fitness levels according to standards set by the Urbana Police Department as a term and condition of continued employment.

Supplemental Information

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Security Level

- Level CJIS: essential functions require unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas (during times of CJI processing).
- Level PHY: essential functions require the incumbent to demonstrate aptitude for specific strength, endurance and muscular movements. Reasonable accommodations may be made to enable individuals to perform the essential functions
- Level PSY: essential functions require the incumbent to demonstrate psychological suitability and stability.

Physical Demands and Working Conditions

- Uses muscle force to lift, push, pull or carry objects; uses short bursts of muscle force to jump, sprint or throw; requires that one move one's body from place to place; must make quick single movements of the arms and legs; must be able to maintain arm/hand steadiness; must be able to hear and understand conversation in both quiet and noisy environment; must be able to tell where a sound is coming from and be able to discriminate between sounds. Must support, hold up or move own weight repeatedly or continuously; must support one's self using stomach and lower back muscles; must exert oneself physically over a period of time. Work requires extensive physical exertion; must bend, stretch, twist or reach out with the body, arms, and/or legs; must bend, stretch, twist, or reach out quickly and repeatedly; must coordinate the movement of arms, legs and torso together; must be able to keep or regain body balance in unstable positions; must make skillful, coordinated movements with the hands and fingers; must be able to see in close and distance environmental surroundings; must be able to discriminate between colors; must be able to discriminate between sounds. Work requires the ability to accurately visually identify or describe persons, vehicles, colors, locations or other objects at a reasonable distance from a moving vehicle; to maintain a high degree of physical fitness as occasional physical exertion is intensive and demanding. Work requires above-average physical endurance in running, climbing and lifting as well as good balance, hearing and vision.
- Work includes indoor and outdoor environment at times in adverse weather conditions; possibility of cuts, bruises, sprains, fractures, or amputation exists. Works in close association of others; work includes responsibility for welfare and lives of others. Job requires working extended hours over 40/week or 8/day or irregular hours. Works in or around water/slippery surfaces. Works around moving objects. Possibility of exposure to infection exists; exposure to hazardous conditions and life-threatening situations. Incumbents in this classification may be exposed to gunfire, toxic chemicals, traffic hazards, occasional driving at high speeds, communicable diseases and possible verbal and/or physical abuse from hostile or disoriented individuals. Job contains a high degree of complexity requiring special training and skills.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein 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.

The duties listed above 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.

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The 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.

Class Specification History

New class:

General revision:

Revised minimum qualifications, and add distinguishing characteristics: 05/25/2022

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

New class code:

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category 6—Administrative Support	LVL