



CITY OF URBANA
Human Resources Division

EXPERIENCED POLICE OFFICER

JOB DESCRIPTION

Division: Patrol
Department: Police
Reports To: Chief of Police
FLSA Status: Non-Exempt; Civil Service; Union

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.

JOB REQUIREMENTS

GENERAL

- No maximum age limit if previously employed by a municipality; or if you have served as a sworn officer of the Illinois Department of State Police; or if you have served as a deputy under Section 3-6008 of the Counties Code and otherwise meets necessary training requirements. Otherwise, you must be at least 21 years of age and no more than 34 years of age (by closing date of job posting) unless you have 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.
- Must meet a residency requirement of residing within a 30-mile radius of the City of Urbana within the 6-month probation period.

KNOWLEDGE & EXPERIENCE

- At least two years of experienced as a full-time sworn street patrol officer. Non-patrol sworn officer experience, such as jail/corrections, dispatch, or private security work does not count as “street patrol experience” in calculating the total months of post-academy experience.
- Currently employed as a sworn police officer (or recently released or facing release, due to layoff or reduction in force, with the ability to be re-hired).

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ABILITY TO

- 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;
 - 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.
- Must be able to learn the following through training, and then be able to retain and apply this information:
 - Knowledge of the geographic area of designated patrol area.
 - Knowledge of first aid.
 - Knowledge of controlling laws and ordinances respecting arrest, admissible evidence, and prosecution of persons.
 - Knowledge of the court system.

Preferred Qualifications

- Currently employed as a full-time sworn police officer.
- Successful completion of an accredited full-time police academy.
- Knowledge typically acquired through completion of an associate's degree or equivalent college classes and credits or two (2) years active duty in the military with an honorable discharge.

Licenses, Memberships and Certifications Required

- Certification by the State of Illinois Law Enforcement Training and Standards Board or its designated equivalent.
- Valid Illinois driver's license.

EXAMPLES OF DUTIES

- 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.
- Answers calls and investigates complaints, disturbances and reported criminal activities; answers calls involving fires, automobile accidents, robberies and related misdemeanors and felonies.
- 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.

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- 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.
- 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.

RESPONSIBLE FOR:

- Preserving law and order, preventing and discovering the commission of crime and enforcing traffic and other laws and ordinances.
- Routine maintenance of equipment.
- Safe utilization of City vehicles and property.
- Safety of the general public, self, and fellow workers.
- Handling and maintaining confidential information.
- No supervisory responsibility.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with general public, businesses and other law enforcement agencies.
- Daily contact with suspects and criminals.

PHYSICAL DEMANDS

OFTEN:

- 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 a quiet environment;
- Must be able to hear and understand conversation in a noisy environment;

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- Must be able to tell where a sound is coming from;
- Must be able to discriminate between sounds.

SOMETIMES:

- 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;
- 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;
- Ability to accurately visually identify or describe persons, vehicles, colors, locations or other objects at a reasonable distance from a moving vehicle.
- Ability to maintain a high degree of physical fitness as occasional physical exertion is intensive and demanding.
- Ability to communicate effectively both orally and in writing.
- Ability to understand and follow oral and written communications.
- Above-average physical endurance in running, climbing and lifting as well as good balance, hearing and vision.

The physical demands described herein 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.

WORK ENVIRONMENT

OFTEN

- 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 contains a high degree of complexity requiring special training and skills.

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- Job requires working extended hours over 40/week or 8/day or irregular hours.
- Work includes indoor and outdoor environment at times in adverse weather conditions.

SOMETIMES

- Works in or around water/slippery surfaces.
- Works around moving objects.
- Possibility of exposure to infection exists.
- In addition, 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.

The 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.

SPECIAL EFFORT REQUIRED

- Must be able to successfully complete training program.

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.

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.

APPLICATION PROCESS

For qualified lateral transfers there is no written test requirement but additional training may be necessary. All applications will be reviewed. Qualified applicants will be called for an in-person interview on an as-needed basis. Successful applicants should expect to undergo an extensive background investigation. Your agency will not be notified until you are considered for conditional hire.

APPROVALS

Prepared By: Elizabeth Borman 06/29/11

Approved By: _____

Approved By: _____

Approved by the Urbana Civil Service Commission on June 30, 2011.