

# VILLAGE OF BLOOMINGDALE

## POSITION DESCRIPTION

	<b>Department:</b> Police
<b>Title:</b> Police Officer	<b>FLSA:</b> Non-Exempt
<b>Date:</b> March 2014	<b>Reports To:</b> Sergeant

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### PURPOSE OF POSITION

The purpose of this position is for the protection of life and property, prevention of crime, apprehension of criminals and the enforcement of laws and ordinances. The work is performed under the direction of a Sergeant.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Patrols residential and commercial property within the Village of Bloomingdale, both by vehicle and physical check, to observe, prevent and terminate unlawful acts; maintains radio contact with dispatch; reports crimes or unusual situations; responds to calls and back-up other units as required.

Responds to calls involving traffic accidents and other serious incidents; secures incident and accident scenes to protect victims and property; gives first aid and calls for medical assistance; interviews participants and witnesses; collects other related information for completing reports.

Facilitates the movement of people and vehicles, enforces all traffic regulations; controls and redirects traffic in congested areas and scenes of emergency or danger; promotes traffic safety; assists stranded motorists; enforces parking restrictions; controls crowds; prevents blockage of sidewalks, streets and other public accesses.

Operates a radar unit in monitoring for speed of traffic; stops violators and issues warnings or citations; if necessary, conducts appropriate tests for determination of intoxication.

Responds to a wide range of citizen needs and requests, such as accidents, rescue efforts, searching for missing persons, alarm calls, in-progress felonies and misdemeanors.

### ADDITIONAL FUNCTIONS

Perform other duties as assigned and required.

Assists with community relations activities.

Attends assigned training, range assignments, etc.

Appears in court as needed.

Prepares a variety of reports and correspondence.

## **MINIMUM QUALIFICATIONS**

Position requires Police Officer certification by the Illinois Local Government Law Enforcement Officers Training Board and the possession of a valid Illinois driver's license. A high school diploma of equivalent is required. Police Officers must be of good moral character.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Solid interpersonal skills are required for the position. Requires strong report writing skill and word processing skills. Strong communication skills are required. Must maintain a high level of confidentiality.

Must be knowledgeable in state and federal criminal laws and local ordinance regulations. The ability to exercise sound, independent judgment and render objective decisions in the application of laws and ordinances is required. The ability to establish and maintain an effective working relationship with others is also required, as well as skill in the use of firearms and other law enforcement equipment and vehicles.

## **PERFORMANCE APTITUDES**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

### **Human Interaction:**

Ability to interpret the application of policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with all department personnel, other Village departments, outside agencies, citizens, task forces, and the public.

### **Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, evaluations, photographs, applications, permits, forms, warrants, logs, ordinances, laws, regulations, statutes, codes, contracts, manuals, procedures, guidelines and non-routine correspondence.

### **Equipment, Machinery, Tools and Materials Utilization:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles, radios, cameras, firearms and other weapons, and/or related materials used in performing essential functions.

### **Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

### **Functional Reasoning:**

Requires strong ability to develop investigative leads, which includes the ability to focus an investigation.

Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**ADA COMPLIANCE**

**Physical Ability:**

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty pounds.

Ability to work all shifts, to include holidays, weekends and overtime as assigned.

**Sensory Requirements:**

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

**Environmental Factors:**

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as temperature and noise extremes, traffic hazards, disease or violence can cause discomfort and where there is a risk of injury.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Village is a no smoking facility in compliance with the Smoke Free Illinois Act.