

**TOWN OF CORTLAND**

JOB TITLE: **Patrol Officer**

JOB DESCRIPTION APPROVED: 7/24/00

REVISED: October 27, 2014

JOB LEVEL:

- I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- II (Part-Time, Minimum of 1000 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- III (Part-Time, Maximum of 80 Hours Per Month or 999 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:

- Exempt
- Eligible (Non-Exempt)

SALARY TYPE:

- Administration:
  - Professional
  - Supervisory
  - Non-Supervisory

QUALIFICATIONS:

- A. Must be at least 21 years of age and possess the minimum of a high school diploma or G.E.D. A college degree in a law enforcement-related field is preferred.
- B. Must be a United States citizen and resident of the State of Illinois.
- C. Must have a valid Illinois driver's license issued by the Illinois Secretary of State and a valid Firearm Owner's Identification issued by the Illinois State Police.
- D. Must be in good physical condition and of good moral character.
- E. Must not have been convicted of a felony or a crime involving moral turpitude.
- F. Must have successfully completed both of the following:
  - 1. Basic police recruit training through a police training facility having received certification as a law enforcement officer.
  - 2. The 40-hour mandatory firearm training program as required by the Illinois Law Enforcement Training and Standards Board.
- G. Must have certification as a police officer from the Illinois Law Enforcement Training and Standards Board.
- H. Must have previous law enforcement experience.
- I. Must pass a thorough background investigation conducted by the Cortland Police Department and must have previously successfully completed a psychological and polygraph examination.
- J. Must have an oral interview with the Chief of Police and/or a board selected to conduct an oral interview.
- K. PHYSICAL DEMANDS:
  - 1. Requires prolonged sitting, standing, some bending, stooping, and stretching;

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2. Requires full range of body motion including handling and lifting, manual and finger dexterity and eye/hand coordination sufficient to operate a keyboard, photocopier, telephone, two-way radio, computer, firearms, and other office and law enforcement equipment;
  3. Requires proficient operation of standard equipped police vehicles, including automobiles, utility vehicles, and small trucks;
  4. Requires walking and running for extensive distances and occasional carrying of items or persons in excess of 75 pounds;
  5. Requires corrected vision and hearing to normal range in order to prepare and communicate appropriate reports and be proficient in accomplishing law enforcement tasks;
  6. Requires the ability to perform the law enforcement task indoors and outdoors despite climate or weather conditions;
  7. Requires working under stressful conditions and working irregular hours.
- K. MENTAL DEMANDS:
1. Must be mentally adaptable and flexible in dealing with a variety of people and circumstances, including difficult situations and people;
  2. Must be able to deal with a variety of emotions and frustrations in making law enforcement decisions;
  3. Must have emotional stability and personal maturity;
  4. Must be able to analyze many variables and choose the most appropriate and effective course of action at any given point in time to accomplish the law enforcement task;
  5. Must be able to handle routine and diverse work problems on a daily basis and be able to communicate providing verbal feedback in a professional manner;
  6. Must be able to resolve problems, handle conflict, and make effective decisions under pressure;
  7. Must have a long attention span in order to listen to people, perceive the "real" problems, and bring issues to a successful conclusion.

DUTIES/RESPONSIBILITIES:

- A. GENERAL: Consistently direct his/her efforts to the functions of the Police Department, namely the preservation of the public peace, the protection of life and property, the prevention of crime, the arrest of violators of the law, and the proper enforcement of all laws and ordinances.
- B. REPORTING FOR DUTY: Report for duty at the time specified by the Chief of Police. Become acquainted, before going on duty, with the information on file for that purpose, such as descriptions of wanted persons, stolen autos and property, Officer safety information, and any other information available, and make note of that information in his/her notebook. Report for duty in regulation uniform and equipment with all uniform items and equipment neat, clean, and in proper working order.
- C. PATROLLING THE TOWN: Proceed without delay to his/her assignment, that being patrol of the Town, and not leave this assignment before the time set by schedule or permission of the Chief of Police. Complete all reports before going off duty, unless circumstances prohibit him/her from completing the necessary reports and the Chief of Police has been notified. Make a complete tour of the Town at the start of his/her tour of duty so that he/she may acquaint him/herself with potential problems in Town.

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- D. PATROL OFFICER FUNCTION: Any responsibility, with the exception of Administration, that is primarily charged to any other division if it can be accomplished without jeopardizing a specific case or the overall police operation; rendering the most prompt and efficient police service possible to the public; responding to calls and emergencies of every conceivable nature; and taking the proper positive action under even the most trying circumstances; as well as:
1. Preliminary investigation of all crimes and incidents unless otherwise specified;
  2. Follow-up investigations, where feasible, of major and minor crimes;
  3. Response to and disposition of calls for service;
  4. Regulation of public conduct and crowd control as required;
  5. Traffic accident investigations;
  6. Traffic control and enforcement;
  7. Suppression of criminality through preventive patrol and field interrogations;
  8. Assistance in emergencies such as fire, flood, and disaster;
  9. Inspections of businesses, industries, and recreational facilities for hazardous or undesirable conditions;
  10. Performance of such other works as directed by competent authority.

REPORTS: Daily Activity Report; Incident Report; General Case Report; Motor Vehicle Accident Report; Town Report; Evidence Report; Crime Lab Submission Report; Missing Person Addendum; Animal Bite Report; Juvenile Contact Report; Lock-Out Waiver; Supplementary Report; Continuation Report.

AUTHORITY FOR JOB: Hired by the Town President (Mayor)

IMMEDIATE SUPERVISOR: Sergeant of Police or, if unavailable, Chief of Police

WHOM DO YOU SUPERVISE: (none)

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

Employee Acknowledges Receipt and Agreement With This Job Description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.