

PATROL OFFICER JOB DESCRIPTION

POSITION SUMMARY

A Police Officer assigned to Patrol operates under the direct supervision of the Patrol Commander and Patrol Sergeant. The Patrol Officer is sworn to enforce all laws and ordinances for which the Department is responsible; to protect the lives and property of all persons; and to maintain peace and order within the Village of Mundelein. When properly required to do so the Patrol Officer will provide any service that is necessary for the furtherance of the Department's mission and objectives.

The Patrol Officer will take the appropriate police actions, within the limits of legal authority, whenever and wherever required. The Patrol Officer will maintain professional decorum and will display a proper attitude in all dealings with citizens, superiors and other Department personnel. The Patrol Officer is expected to understand and comply with the orders, directives, policies and procedures, rules and regulations of the Mundelein Police Department.

The duties and responsibilities of a Patrol Officer include, but are not limited to the following tasks:

RESPONSIBILITIES

1. Obey all lawful orders of superiors, regardless of the division of assignment,
2. Report for duty at the time and place specified by superior officers and remain on duty until properly relieved.
3. Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes and ordinances in order to ensure action in accordance with the legal requirements.
4. Develop and maintain a working knowledge of judicial case law in the areas of self-incrimination; right to counsel; arrest, search and seizure; Interrogation and confessions; and the collection and preservation of evidence in order to ensure action in accordance with current court decisions.
5. Develop and maintain a working knowledge of Department policies and procedures; rules and regulations; and, reference materials in order to ensure action in compliance with administrative and operational guidelines.
6. Maintain self in sound physical condition.

Courage. Pride. Commitment.

7. Maintain uniform and personal appearance at a high standard in accordance with Department rules and regulations in order to enhance the public image of the Department.
8. Promptly and properly prepare and submit the required reports as a result of any official assignment or investigation.
9. Regularly review Watch Commander's activity summary and previous shift activity to ensure timely awareness of activity occurring in the Village.
10. Attend training course upon assignment by the Chief of Police to increase and enhance professional knowledge and skill levels.
11. Use proper radio procedure, maintain radio discipline and promptly respond to all radio calls from the Dispatcher.
12. With the approval of the Chief of Police, make presentations and speeches to community organizations and groups.
13. Discharge other assigned duties.

PATROL ACTIVITIES

1. Operate the police vehicles within assigned geographic area at the direction of the Watch Commander according to standard police techniques and strategies in order to deter and to detect criminal activity-
2. Investigate the activities of suspicious persons as encountered or upon citizen complaint using standard police techniques and in conformance with the legal requirements in order to determine the identity activity and reason for the presence of the suspicious person.
3. Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.
4. Foster positive relationships with residents and merchants in order to develop rapport and enhance police community relations.
5. Locate or recover stolen or lost vehicles and property as encountered or according to information provided by citizens, suspects, or other means In order to return to the legal owner.
6. Maintain surveillance of licensed liquor establishments to ensure compliance with the legal requirements of statutes and ordinances as to deter or detect violations.
7. Capture stray dogs, cats or dangerous animals as encountered or upon citizen complaint

in accordance with the Department policies and procedures in order to protect the health and safety of the community.

TRAFFIC PATROL ACTIVITIES

1. Issue citations for violations of the Illinois Vehicle Code and local ordinances as observed or determined in conformance with legal requirements and department policies and procedures in order to ensure conformity with traffic laws and to prevent traffic accidents.
2. Issue parking citations for Identified violations as encountered according to legal requirements and Department policies and procedures in order to ensure compliance with Village Ordinances.
3. Direct vehicular and pedestrian traffic as required in order to ensure a safe, orderly flow of traffic.
4. Assist disabled motorists as encountered, in order to facilitate traffic flow, reduce traffic hazards, prevent injury and enhance police-community relations -
5. Identify and arrest motorists driving under the influence of alcohol or drugs in conformance with legal requirements and Department policies and procedures to prevent related traffic accidents and injuries.

POLICE PROCEDURES

1. Conduct premise examinations of commercial and residential buildings using standard police procedures in order to protect property and prevent crimes, especially during closed non-business hours. Check for security of reported vacant house.
2. Execute warrants or serve summons in conformance with legal requirements and Department policies and procedures in order to comply with court orders.
3. Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies in order to obtain information and/or a confession in reference to criminal activity.
4. Search individuals and their personal property prior to taking them into custody in compliance with legal requirements and Department policies and procedures using standard police search techniques to ensure the safety of the officer, other Department personnel and arrested persons.
5. Incarcerate arrested persons as required in accordance with legal requirements and Department policies and procedures using standard police techniques in order to detain arrested persons pending further investigation and/or processing through the criminal justice system.

6. Intervene in domestic disturbances upon citizen complaint using standard police techniques to restore order and prevent injury or loss of life.
7. Disperse unruly gatherings as encountered or upon citizen complaint using standard crowd control techniques to restore order and protect life and property.
8. Prepares written reports on incidents, crimes, accidents, arrests and property impounded.
9. Report public property found, damaged or in need of repair.
10. Respond to recall of duty at any time notified.
11. Appear in court when required.
12. Collects evidence and provides information for prosecution of crimes.