



CIVIL SERVICE COMMISSION
Alton, Illinois
Job Description
Lateral Entry
Police Officer - City of Alton Police Department

GENERAL STATEMENT OF DUTIES

The Police Officer has the responsibility for general police work in the protection of life and property through the enforcement of laws and ordinances. Work involves general police assignments, including field patrol, preliminary complaint and criminal investigation, traffic control, and accident investigation duties in a designated area on an assigned shift. Duties involve an element of personal danger and require that employees act without direct supervision and exercise independent judgment in meeting emergencies. Assignments could include investigative work in plain clothes as an investigator. After the probationary period, duty assignments are performed in accordance with established rules and regulations. General instructions are received from a superior officer who reviews work methods and results through reports, personal inspections, and discussions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Patrols a designated City area to preserve law and order.
- Answers calls and investigates complaints, disturbances, and reported criminal activities; answers calls involving fires, automobile accidents, robberies and related misdemeanors and felonies.
- At crime scene gathers evidence, obtains witnesses, makes arrests; prepares investigative data and case information for prosecution; testifies as a witness in court.
- Investigates accidents; provides first aid to injured; takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; takes necessary preventive or corrective measures.
- Performs traffic control duties; operates radar traffic control unit; apprehends violators and issues traffic tickets; directs traffic at intersections.
- Investigates family disputes; public disturbances; makes arrests or resolves minor problems directly; prepares complaint and investigation reports.
- Performs extended criminal investigation work under the direction of a superior officer; checks for business license violations; serves legal papers.
- Performs related work as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to take emergency courses of action.
- Good general intelligence and emotional stability with the ability to understand and carry out oral and written instructions; and able to write and speak effectively.

MINIMUM QUALIFICATIONS

- Currently employed as a full-time police officer with a minimum of two years' experience or previously employed within the last 12 months as a full-time officer with a minimum of two years' experience and laid off for budgetary reasons or previously employed within the last 90 days as a full-time officer with a minimum of two years of experience.

- Applicant is required to have a high school diploma or equivalent or an honorable discharge from active service in Armed Forces, in addition to two years prior police experience.
- Applicants must have successfully completed the probationary requirements in their prior position as a police officer.
- Valid Illinois Driver's License
- Residency: must relocate to within the designated area surrounding Alton within 90 days after probationary period.
- Physical: Vision (in both eyes) not impaired more than 20/60 correctable to 20/20, and normal color perception, proven by appropriate tests.
- No physical disability or limitation which would prohibit the performance of assigned duties.
- Applicants must meet the physical, mental and psychological requirements of the position; and shall be required to maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.
- Applicants must provide documentation that they have fulfilled the requirements of the Illinois Police Training Board to be certified with no more than 40 hours of additional training required by that Board for certification.
- An accredited police academy certification from another state must be approved by the Illinois Police Training board to qualify.
- Must successfully complete a twelve (12) month probationary period.
- A comprehensive background investigation will be completed by the Alton Police Department that you must pass.

Department Head

Date

Civil Service Commission

Date