



# JOB OPENING

## PART TIME POLICE OFFICER

It shall be the mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora or fauna; to restore, restock, protect and preserve such lands for the education, recreation, and pleasure of all its citizens. Our goal is to Preserve and Restore the Nature of Kane County.

The Forest Preserve District of Kane County's Public Safety Department is accepting applications for one (1) part time Police Officer.

DATE POSTED: SEPTEMBER 29, 2017

WORKSITE LOCATION: HEADQUARTERS, GENEVA, ILLINOIS  
APPROXIMATELY 60 MILES WEST OF CHICAGO

SHIFT SCHEDULE: 8 A.M. TO 4 P.M. AND 3 P.M. TO 11 A.M., 7 DAYS A WEEK.

STARTING SALARY RANGER: \$23.68 TO \$29.59 PER HOUR

HOURS/SCHEDULE: MINIMUM 24 HRS/MONTH (INCLUDES SHIFT WORK, EVENINGS,  
WEEKENDS AND HOLIDAYS)

APPLICATION DEADLINE: OPEN UNTIL FILLED.  
**All candidates must apply on-line at:**  
<http://www.kaneforest.com/employment/apply.aspx>

### POSITION SUMMARY

Under general supervision, but often operating independently, serves as a peace officer and performs a wide variety of police services and public assistance; performs related duties as required.

### ESSENTIAL POSITION DUTIES & FUNCTIONS

#### *Operations:*

- Works varying shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
- Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
- Maintains normal availability by radio or telephone for consultation on major emergencies.
- Carries out duties in conformance with federal, state, county laws and ordinances.
- Patrols assigned areas to preserve the peace and enforce the law, control traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
- Arrest and constrain suspected law violators using reasonable and lawful methods.
- Responds to emergency radio calls, investigates, takes appropriate law enforcement action.
- Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.
- Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips, searches scene of crimes for clues. Analyze and evaluates evidence and arrest offenders. Prepares cases for giving testimony and testifies in court proceedings.
- Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports influence reports, breath analyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
- Undertakes community oriented police work; assists citizens when necessary and appropriate; explains law and District ordinances to the public.

- Coordinates activities with other officers and other District Divisions as needed; exchanges information with officers in other law enforcement agencies.
- Maintains contact with Director of Public Safety to coordinate investigation activities; provides mutual assistance during emergency situations; provides general information about police department activities.
- Patrols forest preserve property by emergency equipped vehicle, on foot, bicycle, and/or by use of specialized vehicle (motorcycle, boat, ATV, snowmobile, etc.).
- Provides first aid and CPR to injured preserve users and/or employees.
- Assists preserve users by providing information and answering questions.
- Maintains vehicles and equipment; report any equipment failure or damage to Director of Public Safety.
- Attends firearm training and any other assigned training courses and seminars.
- Open and closes preserve gates as needed.
- Responds to emergency call-outs on a 24-hour, 7-days a week basis.
- Works irregular hours, including weekends, evenings and holidays.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier.
- Obtains and maintains all required licenses and certifications.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the Employee Handbook.
- Performs other duties as required or assigned

*Administration:*

- Establishes positive relationships with community and preserve users.
- Provides input during the budget preparation process.

*Staff Supervision:*

- May act as a lead worker for seasonal police officers.

Additional duties and functions may be essential.

## **QUALIFICATIONS**

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- Minimum Age Requirement: 21 years
- Education: High school diploma or GED equivalent
- Certifications/Licenses: Basic Academy certification from an Illinois approved Basic Law Enforcement Academy (Credentials must be current.)

**CONTACT:**

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**AN EQUAL OPPORTUNITY EMPLOYER**