



VILLAGE OF HANOVER PARK
invites applications for the position of:

Police Officer - Lateral Transfer

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 04/09/20

CLOSING DATE: Continuous

JOB SUMMARY:

Under general supervision, performs police patrol, traffic control and enforcement, initial investigations into criminal and non-criminal activity and related functions involving the safety and protection of life and property. Promotes crime prevention, apprehends criminals, and enforces local ordinances, State and Federal laws and regulations in a designated area of an assigned shift.

Examination Process

The examinations of lateral entry candidates shall be job-related and practical in character and relate to those matters which will fairly test the capacity of the persons examined to discharge the duties of the position.

1. The initial examination of candidates may include:

- a. Oral Interview(s)
- b. Background Investigation
- c. Polygraph Exam

2. Candidates receiving a conditional offer of employment may be required to pass the following:

- a. Psychological Exam
- b. Medical Exam, Including Drug Screening

Eligibility List

Acceptable candidates shall be placed on a new or current lateral entry eligibility list in alphabetical order, from which the Village Human Resources Department and/or Chief of Police may select at their discretion to fill vacancies depending on qualifications and experience. Acceptable candidates will remain on lateral entry eligibility list for a period of two years.

Wages and Seniority

Effective 05/01/2020, Step 2 = \$75,296 and Step 3 = \$80,329

Upon hire, lateral entry candidates may be placed at the contractual step pay level comparable with their full years of experience, for a maximum of three steps. Lateral candidates shall be considered entry-level employees in all other ways including, but not

limited to, shift seniority and vacation time selection.

Probationary Period

Lateral entry candidates are subject to a 12-month probationary period, which may be extended for unsatisfactory performance and/or extended period(s) of leave.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Receives briefing at shift commencement regarding general and special orders and information passed through the chain-of-command, as well as pertinent data regarding previous shift's activities. Receives beat assignments and inspects assigned vehicle and weaponry for operability.

Responds to radio dispatched call for action and/or assistance and takes appropriate action, assists allied law enforcement and local Fire Department in emergency situations. Renders first aid during emergency situations. Provides assistance to citizens whenever necessary.

Performs or assists in thorough preliminary investigations into reported and/or observed criminal activity to include all felony, misdemeanor, local ordinances violations, and petty crimes. Notifies supervisor when circumstances require backup or investigative staff. Provides backup response as requested.

Investigates calls of a non-criminal nature to include civil disturbances, family disputes, reports of missing persons and other annoyances. Assesses individual cases to determine appropriate action.

Serves as Juvenile Officer, investigates crimes by and against minors. Explores home situations and provides or recommends counseling services to parents, guardians, and children; maintains liaison with State Attorney's office, the court system and other related service agencies for cases requiring further action. Follows up on truancy cases and problem minors.

Apprehends, arrests, and transports suspects to police holding facility for booking and temporary incarceration. Performs booking of suspects according to established procedures and releases authorized personnel. Transports offenders to and from County Jail facilities as necessary.

Patrols assigned areas by vehicle or on foot, serving as a visible deterrent to crime and remaining alert to special problems in regard to crime prevention and possible criminal activity. Checks business establishments, dwellings and other buildings for signs of illegal entry. Provides information and assistance to general public and investigates suspicious activity or situations.

Enforces Village traffic ordinances, regulates traffic, serving as a visible deterrent, promotes traffic safety, performs speed control activities, issues citations to violators of the Illinois Motors Vehicle Code and the Municipal Code for the Village of Hanover Park. Arrests or warns persons guilty of violating motor vehicle regulations and safe driving practices. Monitors passing traffic to detect stolen vehicles and arrests drivers where ownership is not apparent.

Prepares, maintains, and forwards all requisite reports and records of activities. Reviews all reports and sources of information that aid in the proper disposition of assigned cases. Prepares cases for court presentation and provides relevant testimony in court.

Performs community relations duties as assigned, speaks to school and community group and individuals on a variety of police-related topics for the promotion of crime prevention.

Provides road information and assistance to motorists.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION &/OR EXPERIENCE:

- Must currently serve as a full-time sworn law enforcement officer in good standing for a municipality or public law enforcement agency in a comparable position.
- Must have a minimum two years of full-time experience.
- Must have successfully completed the Illinois Basic Law Enforcement Academy and possess certification from the Illinois Law Enforcement Training and Standards Board or be qualified to take the Illinois Law Enforcement Training and Standards Board "Out of State Reciprocity" requirements, to include:
 - a. Mandatory Firearms Training
 - b. Law for Illinois Police
 - c. Equivalency Exam
- Must be at least 21 years of age and not reached age 35 years by the date of the exam (see Illinois Public Act 097-0251, Section 10-1-7, D & I for exceptions).
- Must possess an associate's degree or 60 semester hours or 90 quarter hours of college credit from an accredited degree granting college or university as listed in the current edition of Accredited Institutions of Post-secondary Education published by the American Council on Education (courses from a trade school and/or technical school are not applicable toward the required college credit) OR 24 months of honorable active duty in the United States Armed Forces and have not been discharged dishonorably or under circumstances other than honorable or have served for 180 days of active duty in the United States Armed Forces in combat duty recognized by the Department of Defense and have not been discharged dishonorably or under circumstances other than honorable, OR the equivalent of both.
- Must have no felony convictions and be of good moral character.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess the following certifications and/or licenses: Illinois Driver's License and the ability to obtain a Firearm/Weapon License.

