



CITY OF ST. CHARLES  
POSITION DESCRIPTION  
**Police Officer**

Department: Police FLSA Status: Non- Exempt  
Reports to: Sergeant – Patrol Union: MAP  
Positions Supervised: None

**Position Description Overview**

This position is responsible for the maintenance and improvement of the welfare of the community through law enforcement and preventing crime.

**Essential Job Functions**

1. Drive motor vehicles under non-emergency and emergency conditions; patrol assigned area in a vehicle; respond to calls; transport prisoners.
2. Search persons, vehicles, and places; check schools, playgrounds, parks, and recreation areas.
3. Identify and apprehend offenders; pursue suspects on foot and in vehicle; conduct frisk and pat down; handcuff suspects or prisoners and advise persons of constitutional rights; interrogate suspects.
4. Use deadly force when necessary; fire weapons on duty.
5. Monitor and review information on criminal activity in the community and area; investigate crimes against persons and property; investigate and review suspicious and possible crime activity; diagram crime and accident scenes.
6. Enforce traffic and parking laws and ordinances; follow suspicious vehicles.
7. Investigate traffic accidents and aid the injured; locate witnesses and collect evidence from accident scene.
8. Testify in court; prepare for court as required and present evidence; confer with prosecutors or City attorney.
9. Conduct crime scene investigations; locate and interview witnesses and victims; collect and preserve physical evidence. Participate in arrest/apprehension and investigative activities following the principles and practices of modern police administration.
10. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and to foster pride and professionalism in the workplace.

11. Adhere to all departmental and City safety policies.
12. Prepare written and oral reports as required. Conduct complete initial investigation and follow-up investigations as required.

### **Additional Job Functions**

1. Comfort emotionally upset persons; mediate family disputes; place children in protective custody.
2. Assist elderly and disabled persons and stranded motorists. Evacuate persons from dangerous areas.
3. Transport property, evidence, and prisoners.
4. Control, regulate, and direct vehicular and pedestrian traffic.
5. Operate equipment such as breath analysis test, flashlight, handcuffs, fingerprinting, camera, weapon, etc.
6. Perform other duties as required or assigned.

### **Basic Requirements**

For successful performance in this position, the incumbent will need to demonstrate the following:

#### **Knowledge, Skills, and Abilities**

1. Considerable knowledge of the written directives of the Police Department and of applicable federal and state laws and city ordinances.
2. Considerable knowledge of the principles and practices of modern police administration.
3. Considerable knowledge of the streets and physical layout of the community and the locations requiring special police attention.
4. Considerable knowledge of crime reporting, crime analysis principles and practices, and crime prevention techniques and activities.
5. Considerable knowledge of criminal investigation procedures, practices, techniques, and activities.
6. Ability to make quick decisions under stressful and/or hurried circumstances
7. Ability to react quickly and effectively to problem situation; exhibit initiative, problem solving capacity, effective and mature judgment, and imagination in coping with complex situations.
8. Ability to tolerate stress in multitude of forms and maintain a balanced perspective in the face of constant exposure to the worst side of human nature.

9. Strong communication skills including the ability to resolve conflicts, write reports, and speak publicly.
10. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds,
11. Ability to perform duties under a variety of conditions which may require walking, running, climbing, crawling, kneeling, stepping, stooping, standing, and/or sitting for extended periods of time.
12. Ability to lift, move or carry up to 50 pounds.
13. Ability to drag a person to safety.
14. Ability to negotiate obstacles in pursuit of suspects.
15. Possession of a valid driver's license.

### **Education and Experience**

1. Graduation from high school or equivalent, preferably supplemented with an Associate's degree or a Bachelor's degree in police administration, law enforcement, or a related field.
2. Basic certification from the Illinois Local Government Police Training Board as "police officer."
3. Any equivalent combination of experience or education that provides the required knowledge, skills, and abilities.

**Position Description Acknowledgement**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Police Officer: PD  
12/31/10