

HUMAN RESOURCES DEPARTMENT
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150 WEST WASHINGTON STREET
JOLIET, ILLINOIS 60432-4139

Employment Opportunities

Title: Patrol Officer
Salary: \$42,506
Department: Police

Requirements

- U.S. Citizen
- At least 20 years of age (will not hire until 21st birthday)
- Under the age of 35 when the eligibility list becomes effective
- High school graduate or GED equivalent
- Possess a valid driver's license with good driving record
- Must reside within the City of Joliet corporate limits within 15 months of date of appointment

General Statement of Duties

Performs general duty police work in protection of life and property, enforcement of laws and investigation of crimes; does related work as required.

Distinguishing Features of the Class

The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances in a designated area on an assigned shift or on special assignments. Duties normally consist of routine patrol, preliminary investigation, and traffic regulation which may be performed in cruiser cars or on foot. Police Patrol Officers also may be assigned duties as detective, youth counselors, evidence technicians, jailers, or police dispatchers. The work involves an element of personal danger and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments may include work at headquarters on special tasks which call upon specialized abilities and knowledge. Work assignments are general and special instructions are received from a superior officer who revises work methods and results through reports, personal inspection and discussion.

Examples of Work (Illustrative Only)

- Patrols city streets, roads and public places, either on foot or in an automobile in a designated area
- Identifies violations of laws and ordinances

- Assists in the prevention of juvenile delinquency by consulting, interviewing, and advising public school counseling departments, parents and juveniles
- Prevents, calms and/or resolves criminal or emergency situations from occurring
- Becomes and remains familiar with patrol areas, known offenders and their meeting places, community routines, and other potential problem areas
- Identifies potential security problems either to personal safety or property, and then informs and recommends improvements to the appropriate person or official
- Ascertains all facts available at the crime/accident scene by taking statements, conducting interviews and/or interrogation of victims, witnesses, suspects and other persons
- Conducts preliminary and follow-up investigations of all pending matters
- Identifies, collects, processes, properly stores and logs physical evidence
- Searches persons, vehicles, places and other items
- Enforces city ordinances and state and federal laws by identifying and arresting offenders which may include physically subduing resistant violators
- Processes prisoners by fingerprinting, photographing, safeguarding and preparing bond records
- Assists attorneys by documenting cases for court representation and offering testimony in court, at coroner's inquests, at dispositions and other pertinent proceedings
- Enforces motor vehicle and parking regulations on streets and roads
- Directs traffic and enforces speed limits
- Investigates automobile accidents, interviewing witnesses, gathering information, locating and identifying hit and run vehicles, and making detailed reports
- Investigates juvenile cases and maintains records on juvenile cases including follow-up investigations and making recommendations to the disposition of cases
- Observes for, recognizes, corrects and/or reports public hazards and other safety hazards
- Responds to requests for ambulance/fire service and assists as needed including performing basic life-saving techniques
- Administers first-aid, including CPR, to sick and injured persons
- Operates police radio communications system and dispatches cars where needed and performs other related duties
- Issues citations, makes arrests, and takes prisoners to jail
- Gives information and public relations speeches to school children for neighborhood watch programs and other interested persons
- Identifies and arbitrates community conflicts and programs and assists in developing community relations programs

- Participates in the guidance, training and orientation of new officers and officers in training
- Attends regular training classes in police methods, first-aid, target practice and other related duties
- Prepares and develops special reports and documents as requested

Required Knowledge, Skills and Abilities

- Some working knowledge of the street layout and population pattern of the city
- Some working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly to emergency police situations
- Ability to drive an automobile safely and efficiently
- Excellent physical condition
- Ability to pay close attention to audio and visual detail to identify violators and accurately describe crime scenes
- Ability to exercise good judgment to identify violations of the law and handle difficult situations
- Ability to operate vehicles safely for long periods of time and to patrol assigned areas
- Ability to document information accurately
- Ability to analyze and interpret information to determine nature of the complaint and/or violation
- Ability to physically subdue resistant violators
- Ability to effectively manage stressful situations
- Ability to perform emergency life-saving techniques safely
- Ability to document results of investigation to provide accurate descriptions of events
- Ability to proficiently use firearms
- Ability to perform physically demanding tasks such as climbing stairs and/or ladders, chasing fleeing suspects, lifting and carrying injured persons, etc.

Acceptable Experience and Training

Completion of a standard high school course, preferable supplemented by some college level work, and meeting the age, weight, height and other physical requirements prescribed by the city at the time of examination; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

THE CITY OF JOLIET IS AN EQUAL OPPORTUNITY/REASONABLE
ACCOMMODATION EMPLOYER