

# DuPage County Patrol Deputy

## **PATROL DEPUTY**

### **Job Description**

#### **GENERAL STATEMENT OF DUTIES:**

Performs a variety of complex law enforcement duties Enforces Federal and State laws, and County ordinances (when required by position) for the protection of life, health, safety, welfare and property.

#### **SUPERVISION RECEIVED:**

Works under the general supervision of an immediate shift supervisor. Extensive on-the-job and formal training is provided upon entry into the class.

#### **DISTINGUISHING FEATURES:**

This is an entry level position into the sworn ranks. These sworn ranks are distinguished by Patrol and various specialty units as assigned.

#### **EXAMPLES OF DUTIES:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. In addition, the Sheriff of DuPage County reserves the right to change the duties and essential functions of this job at any time.

- Operate and maintain control of an emergency vehicle in normal, emergency, pursuit and hazardous weather situations.
- Provide routine patrol duties for the purpose of preventing, detecting and responding to suspicious or illegal activity.
- Respond to calls for service on a non-emergency/emergency basis.
- Conduct initial investigation of crime scenes/incidents to obtain pertinent facts and statements.
- Collect and preserve evidence/found property.
- Arrest suspects involved in misdemeanor/felony criminal activity.
- Attempt and serve various types of civil process to include orders of protection, summons, subpoenas and notices.
- Prepare related reports and documents in a timely fashion.
- Appear in court as witness/complainant to provide testimony.

- Provide assistance, direction and support to persons in need.
- Conducts residential/commercial evictions.
- Transports mentally ill persons upon receipt of commitment orders from the court.
- Conduct traffic accident investigations as required.
- Enforce state traffic laws and issue appropriate citations/warnings.
- Draft and execute arrest and search warrants as necessary.
- Performs any duties as required and assigned by the Sheriff or designee.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Working knowledge of law enforcement principles, procedures, techniques and equipment.
- Working knowledge of the policies, procedures and methods utilized by the Office.
- Working knowledge of Federal and State law, County ordinances.
- Ability to:
  - Maintain proficiency with a firearm as specified by Illinois Law Enforcement Training and Standards Board.
  - Safely operate a County vehicle in normal and adverse conditions.
  - Acquire skill in the use of related office and field equipment.
  - Use computers as required by position.
  - Successfully complete in-service/mandatory training.
  - Act with tact and impartiality.
  - Remain calm and respond appropriately to emergency and/or threatening situation.
  - Protect oneself and others in threatening situations.
  - Physically subdue and control unruly and resisting individuals.
  - Perform law enforcement duties requiring good psychological and physical condition.
  - Establish and maintain effective working relationships with superiors, fellow workers, court officials, suspects, witnesses, other law enforcement officials and the general public.
  - Come to work on a regular and predictable basis.
  - Meet or exceed reasonable performance standards as set forth by the Sheriff or his designee.

- Possess and maintain the knowledge, skills, and abilities to work independent of direct supervision.
- Possess the ability to get along with others.
- Possess and maintain the knowledge, skills, and abilities to honor their oath of office to the best of their abilities.
- Communicate effectively in English.

**PHYSICAL DEMANDS:**

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

1. Spends 60% of the time sitting and 40% of the time either standing, walking or running while in the field or office.
2. May be required to lift 50lbs or more.
3. Frequently pushes, pulls, climbs, balances, stoops, kneels, crouches, reaches, handles and feels while in the field and office.
4. Must possess sufficient physical capability to control and restrain a combative or resistive subject.
5. Capacity to communicate through automated devices such as the two-way radio intercom system and telephone.
6. Capacity to detect sounds related to criminal or suspicious activity.
7. Possess physical skills enabling the successful completion of all firearm training.
8. Possess physical skills enabling the successful completion of the Office approved defensive tactics training.
9. Possess skills enabling the use of office and field equipment.
10. Skills enabling the safe operation of an emergency vehicle during normal, emergency, pursuit and hazardous weather situations.
11. Ability to distinguish color/descriptions of vehicles, suspects, victims and other relevant objects.
12. Capabilities to detect criminal/hazardous situations.

**EDUCATION:**

High School Diploma

**EXPERIENCE (LATERALS ONLY):**

MUST BE CURRENTLY WORKING AS A FULL-TIME CERTIFIED POLICE OFFICER OR DEPUTY SHERIFF (LAW ENFORCEMENT) IN THE STATE OF ILLINOIS AND:

Has to have completed either one year of full-time continuous experience or satisfactorily completed the probationary period at your current agency (if longer than one year).

**OSHA WARNING:**

This position has been determined as a HIGH exposure risk to “biohazards” associated with blood-borne pathogens HIV (AIDS), HBV (hepatitis B) virus, and air-borne transmissions of TB (tuberculosis). Members are advised that exposures to a “biohazard” may result in severe illness or death. Members are required by Office policy to use protective equipment and clothing. Inoculation may be required to prevent or treat exposures to “biohazards.”

**ELEMENTS OF CONTACT:**

Personal contact with individuals occurs on a daily basis. This position requires physical contact of touching, controlling, sitting by, riding with, and body searching of individuals. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required daily. Face-to-face verbal communications between the member and individual(s) is required on a constant basis. This position may require immediate response to violent disturbances and criminal or medical emergencies where blood, body fluids or other medical hazards may be present. The member may or may not have time to take precautionary and protective measures.

**NECESSARY SPECIAL REQUIREMENTS:**

- US citizen
- Must possess a valid Illinois Driver’s License.
- Obtain certification for CPR/First Aid after becoming employed.
- Must successfully complete State of Illinois mandated requirements for the position.
- Must be at least 21 years of age upon hiring date.
- Obtain LEADS Less Than Full Access Certification after becoming employed.
- Must possess a high degree of honesty, integrity, and high moral and ethical standards.
- Ability to pass various psychological, physical and background examinations after conditional offer of employment is made.
- Must possess a valid FOID card.

**COMPLEXITY/RESPONSIBILITY:**

Work in this class can differ by assignment; however, responsibilities in most positions require law enforcement actions that have a direct effect on the safety or lives of others.

**SCOPE OF INTERPERSONAL CONTACTS:**

Contact with superiors, fellow workers, court officials, other law enforcement officials and the general public.

**WORK ENVIRONMENT:**

Work is performed in circumstances involving hazards such as crimes, accidents, fires and disturbances which may be threatening to life or cause bodily harm. Extremely stressful environment during peak activity periods demanding full attention and coordination of numerous tasks simultaneously required. May be assigned to work schedules requiring-work on rotating shifts, weekends and holidays.