



## ANTIOCH POLICE DEPARTMENT

Village of Antioch

874 Main Street Antioch, IL. 60002

Phone: 847.395.0000

www.antiochil.gov

# LATERAL POLICE OFFICER INFORMATION PACKET

The Village of Antioch accepts for employment and promotes its employees without regard to perceived or actual race, color, religion, sex, national origin, sexual orientation, age, marital status, military status, physical or mental handicap unrelated to ability to perform the essential job functions or any other status or class protected by federal, state, or local law. The Village of Antioch Police Department bases its hiring practices and promotions on merit, experience, education and other qualifications applied to all applicants and in accordance with the principles of equal employment opportunity and as required by any other applicable federal, state, or local law. The Village of Antioch complies with the American with Disabilities Act (ADA). Persons needing accommodations in the recruitment process should notify the Village of Antioch Human Resources Department in advance.

All information contained in or connected with your application will be considered personal and confidential and used only in conjunction with your possible employment by the Village of Antioch.

An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application process, or examination for appointment. Any false statements will be considered sufficient cause for dismissal. Any misrepresentation whether actual or by omission may disqualify you for consideration of employment by the Village of Antioch.

See the Minimum Qualifications.

You cannot be considered for the position unless you meet these requirements.

**For application instructions see the Supplemental Application.**

Any questions concerning the employment process should be directed to the Village of Antioch Police Department, 433 Orchard Street; 847.395.8585

### **Minimum Requirements and Qualifications**

Applicants for certified eligible Police Officer appointments must meet the following minimum qualifications and requirements at the time of application:

- United States citizen.
- Have been employed, whether currently or in the past, for at least two (2) years as a fulltime, non-probationary, sworn law enforcement officer by a Federal, State, County or local law enforcement agency in which they served. Applicants must be in good standing with the agency

in which they served. ( Part-time certification as a law enforcement officer does not meet this requirement)

- Individuals must be at least 23 years old.
- Education – Must possess a high school diploma or equivalent.
- Experience – Current status as a Police Officer for two years after completion of a probationary period and currently in good standing in the Police Department in which the person serves or in laid-off status due to financial restraints only. Also must possess substantially equivalent skills and abilities as a current Village of Antioch Police Officer.
- Valid Driver's License.
- Must agree to comply with all requirements of the position and have the ability to pass all examination and training requirements.
- Ability to furnish upon request, a copy of the following, to the extent applicable: a resume; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED certificate; transcripts of higher learning; naval or military service board and discharge papers (DD-214/Copy 4); last two employee evaluations; two police reports demonstrating best work and any other employment related material as requested or required.

### **Selection Process**

**Each phase of the process is pass / fail and required to proceed to the next.**

- Review of application materials.
- Interview.
- Background investigation.
- Post-offer examinations, including but not limited to: psychological assessment; polygraph; medical examination; functional capacity evaluation; and drug screening.

### **Lateral Transfer Police Officer Candidate Pool**

- A lateral transfer Police Officer candidate pool will be established from qualified applicants that submit the required application materials.
- Inclusion in the lateral transfer candidate pool shall be based upon the relative excellence of the applicants.
- The candidate list of lateral transfer Police Officers will be maintained by department personnel.
- In the event that the selection process identifies applicants who have certain knowledge, skills and abilities that make those applicants more desirable for the position sought to be filled, the Board of Fire and Police Commissioners may choose to appoint those applicants.
- Applications will be valid for one year from the date of acceptance by the Village of Antioch. Such applications for lateral transfer will be accepted as needed and determined by the Village.

<b>Antioch Police Department Position Description</b>  	<b>Position Title</b>	Police Officer		
	<b>Department</b>	Police	<b>Division</b>	NA
			<b>Section</b>	NA
	<b>Full/Part Time</b>	Full-time	<b>Union</b>	FOP (Patrol)
	<b>Reports to</b>	Sergeant-Patrol	<b>Positions Supervised</b>	None
<b>FLSA Status</b>	Non-Exempt	<b>Salary Grade</b>	\$54,184 - \$83,137.20 after 8 years	

**Position Description Overview**

This position, under the general supervisor of Sergeant-Patrol, is responsible for the maintenance and improvement of the welfare of the community through law enforcement and crime prevention.

- Essential Job Functions**
- Standard*
1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive Village image, constructive working environment, and to foster pride and professionalism in the workplace.
  2. Adhere to all departmental and Village safety policies.
  3. Consistent attendance and punctuality is required.
- Position-Specific*
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. Prepare written and oral reports as required. Conduct complete initial investigation and follow-up investigations as required.

**Additional Job Functions**

*Standard*

1. Contribute to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.
  - Participating in proactive team efforts to achieve departmental and Village-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
2. Perform other duties as required or assigned.

*Position-Specific*

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.

**Basic Requirements**

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

**Knowledge**

*Standard*

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 crime investigation procedures, practices, techniques, and activities.

*Position-Specific* NA

<b>Skills</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Effective communication skills including the ability to resolve conflicts, write reports, and speak publicly.</li> </ol>
<b>Abilities</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Demonstrate ability to handle confidential material and information in an ethical, professional manner.</li> <li>2. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.</li> </ol>
	<p><i>Position-Specific</i></p> <ol style="list-style-type: none"> <li>1. Ability to tolerate stress in multitude of forms and maintain a balanced prospective in the face of constant exposure to the worst side of human nature.</li> <li>2. 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.</li> <li>3. Ability to make quick decisions under stressful and/or hurried circumstances.</li> <li>4. Possession of a valid driver's license.</li> </ol>
<b>Education &amp; Experience</b>	<ol style="list-style-type: none"> <li>1. Graduation from high school or equivalent.</li> <li>2. Basic certification from the Illinois Local Government Police Training Board as “police officer” within six months of the date of hire. Lateral Transfer Police Officers candidates must be certified at time of application.</li> <li>3. Any equivalent combination of experience or education that provides the required knowledge, skills, and abilities.</li> </ol>
<b>Physical/ Environmental Demands</b>	<p><i>Standard</i></p> <ol style="list-style-type: none"> <li>1. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.</li> <li>2. Physical ability to hear ordinary conversation,</li> <li>3. such as questions from residents, as well as other sounds, such as the telephone ringing, etc.</li> <li>4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.</li> </ol>

	<p><i>Position-Specific</i></p> <p>Moderate physical activity including:</p> <ol style="list-style-type: none"> <li>1. Ability to work outdoors under severe weather conditions, such as extreme heat, cold, high winds, etc.</li> <li>2. 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.</li> <li>3. Ability to lift, move or carry up to 50 pounds.</li> <li>4. Ability to drag a person to safety.</li> <li>5. Ability to negotiate obstacles in pursuit of suspects.</li> </ol>
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**DISCLAIMER:** The preceding statements are intended to describe the general nature of work to be performed and requirements to perform the duties and tasks. This job description does not constitute an employment agreement; is not a guarantee of work duties or tasks; and is subject to change, with or without prior notice, to meet operational requirements. The omission of a duty or task does not exclude it if it is similar or a logical expectation for an individual to perform as part of the job.

**DESIRED JOB SPECIFICATIONS:**

Depending on area of assignment, the following certifications or experiences are desirable and may be required in order to perform certain job duties and tasks:

- Bi-lingual
- Breathalyzer Operator
- Certification as a Child Passenger Safety Technician (CPST)
- Crisis Intervention Team trained
- Detective or investigative experience
- Evidence Technician
- Field Training Officer
- School Resource Officer
- Specialized DUI enforcement trained

