



Bringing People and Nature Together

Forest Preserve District OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433
815.727.8700 / fax 815.722.3608
ReconnectWithNature.org

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ANNETTE PARKER, Vice President
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Part Time Patrol Officer

(sworn, Law Enforcement Officer Certified only)

The Forest Preserve District of Will County is accepting applications for Part Time Patrol Officer.

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; to provide a high level of customer service and integrate the community into policing activities; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, and prevention of crime, apprehension of criminals and the general enforcement of State laws, Conservation laws and local 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 squad cars or on foot. Patrol officers also may be assigned duties as detective, juvenile officer, field training officer, evidence technician, K-9 handler, bicycle patrol, etc. 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.

The Part Time Patrol Officer position is currently starting at \$21.74/hour. See attached Job Description outlining duties, skills, abilities, training, experience and working conditions or visit www.fpdwc.org for more information. Candidates will need to be able to work weekends and a minimum of five shifts per month. **Applications will be available until February 28th, 2018.**

Application Procedure: **Do not submit an application on-line**, please pick up an application at the address below. Applicants will need to either pick up the application or drop it off in person, and present a valid Driver's License and FOID card. Applications need to be returned by February 28th, 2018 by 4:00pm. A copy of the applicants Law Enforcement Officer Certificate must be included in the returned application packet to be eligible for the position.

Application pickup:

Nicole Veerman, Police Administrative Assistant
22606 S. Cherry Hill Road
Joliet, IL 60433
815-722-5473 (desk)
815-727-5478 (fax)
nveerman@fpdwc.org

Any questions, contact:

Donna Suca, HR 815-722-5667 dsuca@fpdwc.org
Chief Tracy Chapman 815-722-9377 tchapman@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Superintendent of Public Affairs, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION
WILL COUNTY FOREST PRESERVE
JOB DESCRIPTION

TITLE: Patrol Officer
DEPARTMENT: Police
FLSA STATUS: Part Time/Sworn

Revised DATE: November 2010

BASIC FUNCTION

Primary Objective of Position

General Statement of Duties:

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

Requirements:

- U.S. Citizen
- Must be 21 years of age at the time of appointment
- High School Graduate or GED equivalent
- Possess a valid driver's license with good driving record
- Must reside within Will County within 6 months of date of appointment
- Successful completion of the Basic Recruit Training and the State Certification Exam or the Part-time Basic Training Course (STTAR/PEP included) and State Certification Exam.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Police Sergeant

Supervises:

Junior Patrol Officers and Civilian
Employees

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities:

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; to provide a high level of customer service and integrate the community into policing activities; to participate in community based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, and prevention of crime, apprehension of criminals and the general enforcement of State laws, Conservation laws and local 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 squad cars or on foot. Patrol officers also may be assigned duties as detective, juvenile officer, field training officer, evidence technician, K-9 handler, bicycle patrol, etc. 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.

Examples of Work (Illustrative only):

- Patrols the FPDWC property throughout the county, either on foot, in an automobile, on a bicycle, or on an ATV in a designated area
- Identifies violations of laws and local ordinances
- 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

KNOWLEDGE, SKILLS AND ABILITIES

Required Knowledge, Skills and Abilities:

- Some geographical knowledge of Will County and the FPDWC properties
- Some working knowledge of the common laws covering traffic and general behavior
- Ability to react quickly and calmly to emergency 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 physically subdue resistant violators
- Ability to effectively manage stressful situations
- 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/ladders, chasing fleeing suspects, lifting and carrying an injured person, etc.

TRAINING AND EXPERIENCE

Acceptable Experience and Training:

Equivalent to the completion of the twelfth grade is required. Specialized training or college level coursework in law enforcement, criminal justice, or a related field is highly desirable. Some work experience that demonstrates a general aptitude for police work is desirable.

WORKING ENVIRONMENT AND CONDITIONS

Environment: Reactive emergency, natural or man- made disaster, and routine peace keeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms and communicable diseases; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; possibility to work in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work

environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and maintain balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction, etc.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job function.

PAY RANGE AND ANNUAL SALARY

Pay Grade: 10

Minimum: \$ 45,231

Midpoint: \$ 56,539

Maximum: \$ 67,846