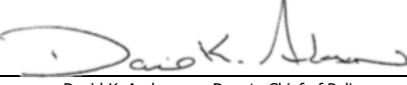




Lake Zurich Police Department

General Order



Effective Date April 18, 1977	Revised Date May 2, 2019	Number 100.629
Subject Patrol Officer - Job Description		Action Enhances Ord. 895 (4-18-77)
Reference CALEA 21.1.1, 21.2.3, Fraternal Order of Police Agreement Article XI Section 3, Article XIII, Lake Zurich Police Department – Patrol Officer Job Task Analysis		Related General Orders
Distribution All	Re-Evaluation Date Periodically	Number of Pages 2
Approved:		
 Steven D. Husak – Chief of Police	 David K. Anderson – Deputy Chief of Police	 Robert Johnson – Deputy Chief of Police

Purpose: To provide personnel performing the duties of patrol officer the duties and tasks to be performed, the skills, knowledge, and abilities required to successfully perform the expected duties and tasks, supervision authority, and reporting requirements

I. General

- A. The patrol officer position in the Lake Zurich Police Department is assigned to Field Operations. Patrol officers report directly to patrol sergeants.
- B. All Lake Zurich Police Department employees are required to work in concert with other employees in order to efficiently deliver police services to the community.
- C. **Classification:** Sworn
- D. **Salary:** Per the Fraternal Order of Police Agreement
- E. **Appointment:** Appointed by the Village of Lake Zurich Board of Fire and Police Commissioners
- F. **Supervision Responsibility:** None, unless serving as an officer in charge
- G. **Hours of Employment:** Five days on-two days off/five days on-three days off, 8 1/4-hour shifts, shifts determined by seniority annually
- H. **Evaluation Cycle:** Biannually; Probationary police officers are evaluated quarterly using the Probationary Police Officer Quarterly Evaluation ([Addendum A](#)).

II. Duties and Responsibilities

- A. The patrol officer duties and responsibilities include, but are not limited to, the following:
 1. Safeguard lives and property.
 2. Conduct preventative patrols.
 3. Conduct a variety of premise checks (residential and commercial).
 4. Take action to prevent the opportunity for victimization of the public.
 5. Exercise independent initiative.
 6. Accept assignments and deliver professional law-enforcement services.
 7. Administer first aid, including CPR, when necessary.
 8. Enforce traffic laws.
 9. Direct traffic when necessary.
 10. Investigate crimes, traffic crashes, and violations of local ordinances.
 11. Prepare written reports.
 12. Respond to all manner of calls for service.
 13. Other tasks as assigned

III. Qualifications

- A. Critical
 - 1. Must speak/write/read grammatically-correct English; must possess good communications skills
 - 2. Must be able to read information displayed on a computer monitor/laptop display screen (cathode-ray tube or liquid-crystal display)
 - 3. Must be able to read written correspondence typed in six-point font
 - 4. Must possess the ability to use a personal computer and various police records, word processing, spreadsheet, and database software applications
 - 5. Must exercise good judgment
 - 6. Must be self-motivated requiring little supervision
 - 7. Must be flexible with work hours
 - 8. Must be able to operate a Department vehicle
 - 9. Must display proficiency with a firearm and other equipment in accordance with Department policy
- B. Non-Critical
 - 1. Must maintain a good working relationship with coworkers and supervisors; must interact well with the public
 - 2. Must have the ability to operate a variety of office equipment to include a facsimile machine, copier, etc.
 - 3. Must have the ability to use a telephone and operate a voicemail system

IV. Work Environment

- A. Position requires the ability to remain seated at a work station/desk and/or vehicle for extended periods of time
- B. Work area is illuminated by artificial and/or natural lighting; artificial lighting includes white fluorescent, energy-efficient, halogen, LED, and incandescent lights
- C. Work environment includes the police building which is heated/cooled to a comfortable level and extended periods of assignment in a variety of weather extremes without shelter

V. Physical Demands

- A. Tasks performed often: Sitting for extended periods of time; hand/digit dexterity to operate a keyboard, calculator, and telephone; listening/speaking on a telephone and portable radio with reasonable accommodation; standing, walking, lifting, running, carrying, reaching, pushing, pulling; maintaining balance on a variety of surfaces
- B. Tasks performed occasionally: Crouching/bending, striking, wrestling
- C. Seldom-performed tasks: Lifting over 100 pounds without assistance
- D. Physical confrontation: Must remain calm and exercise good judgment when applying physical force in order to control resistive and/or combative subjects