



KENDALL COUNTY OFFICE OF THE SHERIFF

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KENDALL COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF - (POLICE OFFICER) JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is subject to change as the needs and requirements of the job change.

GENERAL SUMMARY

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. Duties normally consist of routine patrol, preliminary investigation and traffic regulation. Police Officers may also be assigned duties as detectives, youth officers, crime prevention officers, training officers, evidence technicians, field training officers, accident investigators, breathalyzer operators, firearm instructor officers, motorcycle officers, school resource officer, hostage negotiators, special response team officers, or any other duty assignments as directed by the Sheriff or designee. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks which call upon specialized abilities and knowledge possessed by the employee. Work assignments are general, and specific instructions are received from a supervisor who reviews work methods and results through reports, personal inspection and discussion.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Crime Prevention

- Patrols assigned area.
- Observe for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, potential problem areas.
- Conducts security inspections and surveys of buildings and other locations, make recommendations regarding security, etc.
- Makes presentations to groups and individuals on subjects relating to the job's task and functions.

Criminal Investigations and Apprehension

- Receive and respond to complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances and documents and investigates reported violations.
- Conducts interviews and interrogations of victims, witnesses, suspects, offenders and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Collects information and either acts upon it if within the scope of their authority or routes it to the proper authority or agency.
- Searches persons, vehicles, places and other items.
- Identifies and arrests offenders, including subduing combative arrestees.
- Guards and escorts prisoners.
- Writes detailed and comprehensive reports, prepares and serves criminal complaints, arrest warrants, search warrants and other court documents.
- Prepares cases for trial.
- Appears and testifies in court, and at coroner's inquests, at deposition sessions and at similar proceedings.

Traffic

- Engages in traffic and parking law enforcement including Driving Under the Influence detection and apprehension.
- Controls, regulates and directs traffic, vehicular and pedestrian.
- Investigates traffic accidents including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, preparing reports and diagrams.
- Assists disabled motorists.

Juveniles

- Deals with all ages of children in a variety of situations such as delinquents, minors requiring authoritative intervention, informants, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions.

Miscellaneous Order Maintenance

- Deals with domestic disputes and other interpersonal and business conflicts.
- Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Responds to requests from ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes including determination of the

circumstances and assistance with handling or removal of the body and dealing with the family, relatives, friends, witnesses, etc.

- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints which may include the apprehension and transport of stray or vicious animals.
- Directs and/or supervises others (civilian and public employees) at the scenes of crimes, accidents, disasters, assemblies, etc.
- Generally, assists persons in distress.
- Provides Organizational Support
- May perform desk duties including answering telephone, computer terminal, and radio, assisting persons at the counter, processing and filing reports.
- Conducts background investigations.
- Attends training as assigned or required.
- Develops and maintains required skills and license/permits/certifications associated with areas of special instruction, expertise, etc. (Firearms Qualification; Breath Operator Certification; C.P.R.; Evidence Technician).
- Completes all other tasks or duties as assigned.

SCHEDULING:

The position involves regular and irregular shift work and shift rotations necessary to provide police service 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 8 to 12 hours in duration, but may be extended in the event of emergency, disaster, manpower shortage, work load, or work-in-progress. Punctuality for scheduled shifts and work times is required.

ENVIRONMENTAL FACTORS:

The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and extreme weather conditions.
- Lightning conditions: all and extreme lightning conditions, daylight and Night/low light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to:
 - Armed and/or dangerous persons/animals.
 - Persons and/or articles with contagious/communicable disease.
 - Hazards associated with emergency driving, traffic control and working in and around traffic.
 - Hazards associated with natural and man-made disasters.
- Exposure to traumatic situations and interactions with persons in various states of distress or needs in all environments.

EQUIPMENT:

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons. Must be able to meet minimum firearm proficiency standards as required by the Illinois Law Enforcement Training and Standards Board.
- Basic office equipment: including but not limited to telephones, cellular phones, computer terminals, mobile data terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including but not limited to speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restraint devices, flashlights, batons and other simple weapons, gas masks, helmets, standard uniform equipment, simple tools (pry bars, hydrant wrenches, tape measures) cameras, fingerprinting equipment, etc.

WORKER CHARACTERISTICS:

The position requires the employee to have and maintain physical condition needed to:

- Effect arrests.
- Subdue resisting individuals.
- Chase fleeing suspects.
- Run to persons requiring emergency assistance or towards those posing a threat to safety.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb multiple flights of stairs/ladders.
- Walk, stand or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide physical assistance to citizens and co-workers in distress, including but not limited to manually pushing stalled motor vehicles or other physically demanding actions.
- Effective Audio-visual discrimination and perception needed to:
 - Make observations.
 - Read and write.
 - Drive and operate other equipment safely.
- May perform the duties and responsibilities as an Interim Patrol Supervisor/Sergeant.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret and apply applicable Federal and State statutes, local ordinances, court decisions and Sheriff's Office rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- or inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly, orally and in writing.
- Record information accurately, clearly, and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the County its Village's and the surrounding vicinity.
- Perform all duties and job assignments with regard to safety for both oneself and the public.

Emotional and psychological stability needed to:

- Accept and apply constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens
- Interact with members of cultures, races, religions or sexual orientation other than one's own.
- Tolerate exposure to various stressors.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

QUALIFICATIONS

Education and/or Experience:

Hiring qualifications and requirements are set by the Kendall County Sheriff's Merit Commission. Members of this job classification shall be appointed by the Sheriff from a certified list as provided by the Sheriff's Merit Commission. Members of this job classification must meet all applicable standards and qualifications as set by the Illinois Law Enforcement Training and Standards Board. Members of this job classification must successfully complete training and obtain certification as required by the Illinois Police Training Act (50 ILCS 705) within six months of hire, and must maintain certification in good standing as a Law Enforcement Officer in the State of Illinois as regulated by the Illinois Law Enforcement Training and Standards Board.

Language Skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the patrol operations of the Kendall County Sheriff's Office.

- Ability to write reports, correspondence, and other documents related to the duties performed in this position.
- Ability to communicate effectively with other staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.
- Proficiency in the English language, including spelling and grammar.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percentage and ability to draw and interpret graphs.

Reasoning Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work collaboratively with members of the command and administrative staff, supervisors, as well as other county elected offices, committees, boards and departments.
- Ability to work independently without the need for direct supervision.
- Ability to interpret and apply policy and directives as well as local, State and Federal laws and regulations.

Certificates, Licenses, Registration:

- Possess and maintain a valid driver's license.
- Possess and maintain a valid Firearm's Owner Identification Card (FOID).
- Other certificates and registrations as required for the specific duties performed or as required by statute or regulation.

Physical Demands:

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk unassisted in excess of 1 mile.
- Employee must be able to sit or stand at a desk for extended periods.
- Employee must regularly lift and or move objects weighing 25 pounds and occasionally lift and/or move objects exceeding 100 pounds.
- Employee must be able to stoop, kneel, and crouch.
- Employee must be able to use hands and fingers to manipulate, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision. Employee must be free of color blindness.

NOTE:

This position is represented by a labor union and is subject to the terms and conditions of the County of Kendall and the FOP Collective Bargaining Agreement.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee Receipt Acknowledgement and Signature

Date

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Training Coordinator.

Sheriff's Signature

Date

Cc: Employee, file