



PATROL DEPUTY

DEFINITION:

Serves the citizens of Stephenson County by pro-actively performing law enforcement and public safety work in the protection of life and property. Serves as a community resource by identifying and resolving crime and other problems through law enforcement procedures, community interaction, and community involvement.

DISTINGUISHING FEATURES:

Under general supervision, performs work of routine difficulty in patrolling Stephenson County jurisdiction and enforcing laws, to protect the lives and property of the citizens of Stephenson County and maintain order and other related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Follows the chain of command and all orders of policy and procedure as given by a supervisor.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Conducts policing activities in assigned areas to preserve public peace and safety, discovers and prevents the commission of crimes; enforces criminal laws and ordinances; enforces traffic laws, protects property and preserves life; maintains awareness of criminal activity; issues warnings and citations; apprehends violators of law with probable cause.
- Prepares written reports to include, but not limited to police reports, traffic citations, criminal complaints, and internal reports.
- Maintains current knowledge of policies and procedures resulting from changes in laws or other legal mandates affecting functional area of assignment.
- Identifies and interviews witnesses, complainants, and suspects.

- Performs community-based policing, interacts with community residents and engages in collaborative problem solving.
- Protects and/or processes crime scenes for various types of evidence; complies with internal policies on evidence collection and chain of custody.
- Investigates and resolves problems such as family fights and other disturbances.
- Refers individuals to appropriate social agencies.
- Serves or deliver warrants and other court-related paperwork and civil process
- Performs escort duties for activities such as parades and funerals.
- May be assigned additional duties, including but not limited to the Emergency Response Team (ERT), Crisis Negotiation Team (CNT), Field Training Officer (FTO), canine, and other approved assignments
- Appears in court and is prepared to testify in legal proceedings
- Conducts special studies and writes special reports.
- Maintains courtroom security and other assigned tasks as necessary.
- Securely transports persons in custody to and from court and other locations.
- Takes responsibility for and maintains all equipment, including weapons, ammunition, and other specialized law enforcement equipment; and maintains proficiency in all issued equipment.
- Safely operates a motor vehicle and complies with internal polices and state laws concerning emergency driving.
- Participates in continuous and assigned training to maintain and/or enhance law enforcement skills to satisfy State and Office requirements.
- Enforcement of Criminal and Traffic laws.
- Performs related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SUPERVISION RECEIVED:

Work is performed within established policies and procedures under the supervision of a Sergeant and/or Lieutenant, who reviews work for the effectiveness of services provided, user satisfaction and results achieved.

SUPERVISION EXERCISED:

Supervision of members in the same or a lower-level class is usually not an essential task performed by positions in this class but may be required in some cases when aiding in the training of new members.

KNOWLEDGE AND SKILLS:

Working knowledge of law enforcement principles and practices, traffic and criminal law, interviewing techniques, and basic psychological and human behavior principles.

Working skill in detecting criminal activity; responding quickly and appropriately to emergency situations; administering first aid; interviewing witnesses, suspects and complainants; working effectively with general public; safely operates various types of lethal and less than lethal weapon systems; operating motor vehicle; collecting and identifying evidence; investigating criminal, civil, and traffic incidents; preparing written reports; and in following written and verbal instructions.

TRAINING AND EXPERIENCE:

Completion of basic law enforcement training course.

High school diploma, GED, or appropriate equivalent.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed throughout the county; may use moderate to heavy physical exertion such as walking, running, climbing, and fighting. The work environment involves imminent danger from conditions or events that cannot be fully anticipated or protected against including life-threatening conditions; these situations may be emotionally and physically taxing. Work exposes deputies to individuals who may display violent, erratic behavior and carry communicable diseases. Work may involve the use of hand truck and dollies to transfer property and evidence. There may be exposure to blood and other body fluids. Works various shifts, days and hours to include weekends and holidays.

NECESSARY SPECIAL REQUIREMENTS:

Must meet applicable hiring requirements set forth in Merit Commission rules and regulations, County and State law, ordinances, and codes.

Possession of a valid Illinois Driver's License

Ability to maintain reasonable and customary attendance.