

CHAPTER 4

PUBLIC SAFETY DEPARTMENT

4.01 CREATION OF DEPARTMENT There is hereby created a Public Safety Department, an executive department of the Village. The Public Safety Department shall consist of the Chief of Police and of such numbers of captains, lieutenants, sergeants, corporals and patrol officers, as may be provided from time to time by the Village Board.

4.02 OFFICE OF CHIEF OF POLICE Refer to Chapter 3.02.

4.03 OFFICERS OF THE DEPARTMENT All officers are under the direct supervision of the Police Chief.

A. POLICE COMMANDER

1. **Appointment and Term.** The Johnsburg Police Commission may hire a Police Commander to serve the Village. The Police Commander is under the direct supervision of the Police Chief. Education and experience requirements are a Bachelor's Degree with a minimum of 5 years of municipal police experience or an experience base of 10 years with progressively increased police supervisory job responsibilities; successful completion of staff and command training through the FBI National Academy or similarly recognized program; and successful completion of the examination process as conducted by the Johnsburg Police Commission.

2. **Duties.** The Police Commander shall:

- a. Provide oversight of Police Department operations and performance including patrol, investigations, and compliance with laws.
- b. Participate in the establishment of departmental goals, objectives, and policies; and monitor and evaluate the efficiency and effectiveness of service delivery methods, and staffing levels.
- c. Participate in the selection, training, supervision, and evaluation of personnel; ensure staff training; work with employees to correct deficiencies and when necessary, recommend disciplinary actions.
- d. Act on behalf of the Chief of Police during their absence, as needed or when assigned.
- f. Serve, protect and preserve the public peace and enforce all Federal, State and Local laws and the ordinances of the Village.
- g. Perform tasks and duties identified in Chapter 4.03C entitled Patrolman.
- h. Assist in the administration of the Department.
- i. Assist in the evaluation of policies and procedures ensuring that they are in compliance with current laws and best practices.

- j. Assist with the administration and maintenance of professional standards, investigations and records.
- k. Represent the agency at department events including but not limited to: Village Board meetings, departmental meetings, and critical incidents as directed by the Chief of Police.
- l. Perform such other duties as determined by the Police Chief, Village Administrator, or Village President.

B. POLICE SERGEANT- The Sergeant supervises, assigns, reviews and participates in the work of law enforcement staff responsible for providing traffic and field patrol, investigations, crime prevention, community relations, training, and/or related services and activities; acts as a watch commander as assigned; ensures work quality and adherence to established policies and procedures; participates in community based police activities and programs; performs a variety of technical and administrative tasks in support of law enforcement services and activities; and performs related work as required. The Police Sergeant must have a high school or general education diploma and successfully complete the examination process as provided by the Johnsborg Police Commission. The Police Sergeant must reside within 20 air miles of the Johnsborg Police Department. Salary is established in accordance with the Collective Bargaining Agreement between the Village of Johnsborg and the Metropolitan Alliance of Police, Johnsborg Chapter 432.

The classification of Police Sergeant is the first level of supervision within the Chain of Command of the Police Department. This classification receives general supervision from the Police Chief and exercises direct supervision over personnel. Absent a higher ranking officer, the responsibility to assure shift operational efficiency shall be the primary responsibility of a Police Sergeant. An individual holding the rank of Police Sergeant is expected to be familiar with all the responsibilities of other police personnel who may be working regardless of the shift.

1. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare Correspondence
- Complete Daily Action Reports
- Manage Case Assignment
- Maintain Document Files
- Facilitate Training

- Analyze Criminal Activity
- Oversee Service of Judicial Process
- Distribute Policies and reports
- Prepare Monthly Schedules
- Prepare Proper Staffing Requirements
- Attend Scheduled Meetings
- Schedule and Conduct Mandatory Department Meetings
- Review Criminal Offense Reports
- Review General Police Reports
- Assign Officers to Patrol Geographic Patrol Beats
- Oversee Field Investigations
- Handle Citizen Complaints
- Review and Approve Attendance Records
- Explain Laws and Department Policy
- Conduct Evaluations and Inspections
- Counsel and Discipline Subordinates
- Maintain Equipment and Supplies
- Maintain Facility Security
- Facilitate Community Relations
- Approve After Action Reports
- Analyzes and recommends improvements to equipment and facilities, as needed
- Reviews, evaluates and develops programs, policies and procedures for various departmental operations.
- Assists in the preparation and administration of the department budget
- Schedules and conducts meetings
- Maintains departmental equipment, supplies and facilities
- Maintains liaison with community groups
- Must have good interpersonal and communication skills in order to effectively interact and communicate with the public
- Works various shifts, flexible hours, and holidays as needed in order to supervise work performance, review activities and provide support for departmental objectives

- Promotes teamwork within the department and law enforcement agencies
- Works to maintain an acceptable level of morale within the department
- Provides supervisory review training and evaluation activities connected with the Field Training and Evaluation Program (FTEP) for recruit officers
- Instructs those with less experience and takes appropriate corrective action as necessary
- Assists and provides input in the creation and execution of the department's mission statement, goals, objectives and strategic plans
- Ability to work efficiently and effectively during directed and self-directed work time with minimal supervision.
- Performs tasks and duties identified in Chapter 4.03C entitled Patrolman

C. POLICE DETECTIVE – The Police Detective will be responsible for the criminal investigations department and for further investigation of all felonies and other such misdemeanors that require extended investigation. Work of this class requires regular public contact with a high degree of tact, judgment, and technical knowledge. The person assigned to this position will also maintain proficiency for the rank assigned as listed in the job description of this rank. The police detective works under general guidance and discretion of the Chief of Police. Work is performed with considerable latitude for independent judgment and actions. The police detective supervises criminal investigations and other investigators/officers as assigned to him or her and other supervisory tasks as assigned by Chief of Police. The Police Detective must reside within 20 air miles of the Johnsburg Police Department. Salary is established in accordance with the Collective Bargaining Agreement between the Village of Johnsburg and the Metropolitan Alliance of Police, Johnsburg Chapter 432.

1. MINIMUM QUALIFICATIONS

a. Education and Experience

- Must be employed as a full time certified police officer for a minimum of two (2) years; Current fulltime certified Police officer with the Johnsburg Police Department.

- Must successfully complete all requirements of the two-week Criminal Investigative Course or qualified courses recognized by the Illinois Law Enforcement Training and Standards Board.
- Must be able to demonstrate skills in leadership, interpersonal skills, ability to read and write legibly, formulate investigative reports, and speak clearly;
- Must have considerable knowledge of Village geography and crime patterns.

b. Knowledge Skills and Abilities

- Knowledge of approved principles and practices as well as laws and ordinances governing police work;
- Knowledge of laws and departmental procedures surrounding the handling of suspects, crime scene control, care of prisoners, and the presentation of evidence in court;
- Knowledge of behavioral patterns of criminals and their associates, modus operandi and criminal hang-outs.
- Ability to work with some degree of independence and to execute duties firmly, tactfully, and impartially;
- Understand and execute difficult oral and written directions;
- Prepare clear and comprehensive reports;
- React quickly and calmly in emergencies;
- Develop and sustain positive working relationships with other employees, other law enforcement officers and the general public;
- Utilize investigator techniques and equipment;
- Operate and care of firearms, photography, and other equipment

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates fully with other units within the Johnsburg Police Department and agencies in other jurisdictions.
- Investigates all crimes assigned; questions witnesses, victims, and suspects to determine factual material and provide evidence of leads.

- Directs activities at the crime scene to assist victims; obtains clues, gathers and preserves evidences. Ensures that photographs and fingerprints of all persons arrested who are charged with violations are included in the records.
- Records progress of investigations, maintains informational files on crimes and suspects.
- Updates regularly the immediate superior about the progress of their investigations and requests additional instruction(s) when further progress appears impossible.
- Communicates with the complainant or victim periodically to apprise him or her of the state of the investigation. Informs the complainant or victim in all cases that are resolved by arrest.
- Reviews departmental reports and other data pertaining to criminal cases such as auto theft, armed robbery, homicide, fraud, burglary, assault, arson, possession of controlled substance, and other related crimes.
- Aids police officers in the apprehension of suspects or offenders, and generally act as liaison officer between the Department and all similar bureaus or units in other police departments and law enforcement agencies.
- Files application for and reviews all search warrants obtained by any officer or unit of the Department.
- Safeguards all property recovered; tags and stamps all lost, stolen, or found property including controlled substances that comes into the department's possession. Ensures that all evidence is properly tracked and disposed as released by courts.
- Assists in the preparation of cases for court. Prepares assigned cases for court and charges or responses to charges and procedures. Obtains court disposition of all cases in which he is involved.
- Helps the Chief of Police in planning, conducting, and training citizens, students, and businesses in crime prevention programs Assists in training officers, volunteers and members of other City departments and outside agencies in criminal investigations related issues.
- Ability to work efficiently and effectively during directed and self-directed work time with minimal supervision.
- Performs tasks and duties identified in Chapter 4.03C entitled Patrolman.

3. INTERPRETATION GUIDELINES - The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

D. PATROLMAN – The Patrolman is under regular supervision, performs basic police services in accordance with the mission, goals and objectives of the Johnsburg Police Department and in compliance with governing federal, state and local laws and rules. The person assigned to this position will also maintain proficiency for the rank assigned as listed in the job description of this rank. Salary is established in accordance with the Collective Bargaining Agreement between the Village of Johnsburg and the Metropolitan Alliance of Police, Johnsburg Chapter 432.

1. MINIMUM QUALIFICATIONS

- Must have the ability to analyze situations quickly and objectively to determine a proper course of action to be taken.
- Ability to cope with situations firmly, courteously and tactfully while respecting the rights of others.
- Ability to learn the geography of the Village and its physical and social characteristics.
- Ability to understand and carry out oral and written instructions.
- Must have a high school or general education diploma.
- Ability to read, write and speak effectively in the English language.
- Ability to meet physical requirements and standards.
- Ability to communicate effectively.
- Ability to work efficiently and effectively during directed and self-directed work time with minimal supervision.
- Must reside within 20 air miles of the Johnsburg Police Department within 12 months of hiring.

2. ESSENTIAL DUTIES AND QUALIFICATIONS

a. Crime Prevention

- Performs preventative patrol in assigned beats
- Continually observes for criminal activity, safety hazards, traffic violations, persons needing assistance, etc;
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines, and potential problem areas;
- Conducts security inspections and surveys of buildings and businesses and makes recommendations regarding security.
- Looks for, detects and investigates violations of laws and ordinances and documents those actions;
- Performs building security checks looking for unsecured doors or windows and for signs of other suspicious or criminal activity or opportunity.
- Performs registered resident vacation house checks.
- Collects information and either acts upon it if within the scope of authority or routes it to the proper authority or agency;
- Controls, regulates and directs vehicular and pedestrian traffic;
- Conduct foot patrols

b. Arrest and Detain Persons

- Arrest person with a warrant
- Arrest persons without a warrant
- Conduct temporary detentions of suspicious persons
- Execute felony motor vehicle stop
- Investigate suspicious vehicles
- Plan how to make/execute arrests
- Prepare information/complaint for filing of charges following arrest (criminal investigation)
- Review warrants for completeness and accuracy
- Obtain arrest warrants and/or make proper return
- Check for wants/warrants on persons through LEADS/NCIC

c. Protect Crime Scene and Collect Evidence and Information

- Collect evidence and personal property from crime scene
- Diagram crime scenes

- Document chain of custody for evidence
- Dust and lift latent fingerprints
- Examine evidence and personal property from crime scene to determine importance
- Package evidence and personal property
- Use camera (35mm/digital/video camera etc.)
- Protect crime scene until specialized or back-up assistance arrives
- Record location of physical evidence and fingerprints at scene
- Secure crime scene
- Initial/Mark/Label evidence
- Determine area of crime scene
- Search crime scenes for physical evidence
- Search deceased persons for personal property/evidence
- Recover and inventory stolen property/evidence
- Tag evidence and confiscated property

d. Enforce Traffic Law

- Observe person to recognize signs of drug or alcohol intoxication
- Make custodial traffic arrests
- Administer roadside sobriety tests
- Arrange for obtaining blood and urine sample for blood alcohol content
- Arrest persons driving under the influence of alcohol and or drugs
- Determine probable cause to execute a driving under the influence arrest
- Determine reasonable suspicion for subjects driving under the influence
- Investigate hit and run violations
- Investigate traffic crashes to identify points of impact
- Record statements of witnesses to traffic crashes
- Assist trapped persons
- Perform vehicle stops to arrest, cite or warn occupants

e. Operate Patrol Vehicles

- Engage in emergency driving in congested area
- Engage in high speed pursuit or response driving off road
- Engage in high speed pursuit or response driving on open road

- Respond to crime in progress calls
- Operate portable/car radio equipment

f. Conduct Search and Seizure

- Obtain search warrants and/or make proper return
- Plan, organize and conduct raids
- Observe person's body language to assess intentions/attitudes
- Conduct field searches of arrested persons
- Conduct frisk or pat down
- Search movable automobile under independent probable cause
- Search persons with a court order
- Search premises or property incident to arrest
- Search premises or property in hot pursuit/emergency situations
- Search premises or property with consent
- Search premises or property with warrant
- Seize contraband
- Search for a person in a darkened building or environment

g. Use Physical Force to Control Persons

- Confront, in a riot formation, groups of agitated people
- Control hostile groups (e.g. demonstrators, rioters)
- Use holds or devices to control or take suspects down
- Tackle a fleeing suspect
- Subdue attacking person
- Use weaponless defense tactics
- Subdue a person resisting arrest
- Use body pressure points to control person
- Disarm violent armed suspect
- Pull a person out of a vehicle who is resisting arrest
- Strike a person with a department approved baton
- Use submission holds to control person
- Locate and observe crowd agitators
- Use body language to project control and influence situation

- Use voice commands to project control and direct actions
- Hold flashlight in one hand while performing various police duties
- Fingerprint and photograph prisoners
- Transport prisoners using handcuffs and other appropriate restraints

h. Use Deadly Weapons

- Clean and inspect weapon
- Discharge firearm during day
- Discharge firearm at night
- Discharge firearm at person
- Draw weapon to protect self or third party
- Successfully complete firearms training
- Secure firearm when off duty
- Discharge firearm in dark environment with flashlight in one hand
- Discharge firearm in nighttime combat (not including training)
- Discharge firearm in daytime combat (not including training)
- Carry firearm when off duty (as prescribed by law and Johnsbury Police General Order)
- Discharge firearm at animal when appropriate

i. Provide Emergency Assistance

- Determine existence of hazardous materials at crash scenes (e.g. vehicle, train etc)
- Evacuate persons from dangerous areas
- Secure accident and disaster scenes
- Administer cardio-pulmonary resuscitation (CPR) with A.E.D.
- Administer mouth-to-mouth resuscitation
- Apply basic first aid to control bleeding
- Apply basic first aid to treat amputations
- Apply basic first aid to treat for choking (e.g. Heimlich method)
- Talk with person attempting suicide to get them to stop or delay attempt
- Use protective gear to prevent contact with infectious diseases
- Apply and operate a gas mask during appropriate situations
- Take mentally deranged person into custody for their own protection

- Mediate family disputes
- Place children into protective custody (e.g. child abuse)
- Extinguish small fires by using a fire extinguisher or other appropriate means

j. Conduct Initial and Follow-up Investigations of Various Crimes and Events

- Conduct complete criminal investigations
- Respond to and conduct preliminary investigations of: (including but not limited to)
 - Homicide and any death investigations
 - Sexual Assault
 - Battery
 - Attempted Murder
 - Burglary
 - Theft
 - Motor vehicle Theft
 - Arson and Bombing/also attempts
 - Weapons offenses
 - Sex Offenses
 - Drug offenses
 - Family Offenses
 - Domestic Violence
 - Illinois Vehicle Code Violations
 - Firearm Accidents
 - Disasters
 - Conduct on-the-scene suspect identifications (show-up or line-up)
 - Conduct stationary surveillance of individuals or locations for extended periods of time
 - Determine whether incidents are criminal or civil matters
 - Determine whether recovered property is linking to previous crime
 - Exchange necessary information with other law enforcement officials (including intelligence information)

k. Write and Read Reports and Other Documents

- Complete initial offense report

- Complete arrest reports
- Ability to utilize computer to complete applicable reports
- Complete criminal investigations
- Record confessions in writing and/or video/audio
- Deliver Village Official's meeting agenda/packets in a timely manner as prescribed.

l. Present Testimony

- Present evidence in legal proceedings
- Review reports and notes prior to court testimony
- Testify at evidence suppression hearings
- Testify at probable cause preliminary hearings
- Testify before grand juries
- Testify in criminal trials
- Testify in court at Summary Suspension Hearings
- Cooperate with the prosecuting attorney

m. Transport Persons in Custody

- Operate vehicle to transport prisoners
- Search vehicle for weapons and/or contraband (e.g. before and after prisoner transport)

n. Conduct Interviews and Interrogation

- Interrogate adult suspects
- Interview complainants, witnesses, etc.
- Interview victims of sex crimes
- Interrogate suspect or witness with use of polygraph results
- Interview informants
- Take statements of witnesses
- Interrogate juvenile suspects

o. Conduct Traffic Accident Investigation

- Collect physical evidence from accident scene
- Complete the standard IDOT traffic accident report
- Determine contributing factors to an accident
- Diagram accident scenes

- Protect traffic accident physical evidence for collection
- Take precautions to prevent additional accidents at accident scene

3. SCHEDULING Position involves regular and irregular shift work and shift rotations. Police services are provided 24 hours a day, 7 days a week, 52 weeks a year (weekends and holidays included). Standard shift lengths are 8.5 hours per day although are frequently extended due to emergencies, manpower shortages, workloads or work in-progress.

4. ENVIRONMENTAL FACTORS Police officer positions involve exposure to and requires officers to function in the presence of the following:

- Inclement weather, to include heat/cold, rain, snow, wind, etc.
- Lighting conditions associated with day and night
- Fire, smoke, chemical leaks/spills – as 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 diseases
 - Hazards associated with emergency driving, traffic control and working in and around traffic
 - Hazards associated with natural and man-made disasters
 - Exposure to bodily fluids

5. INTERPRETATION GUIDELINES The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

E. PART-TIME POLICE OFFICERS

1. EMPLOYMENT The Village of Johnsburg may employ part-time police officers from time to time as they deem necessary.

2. **DUTIES** A part-time police officer shall have all the responsibilities of a full-time police officer and such specific duties as delineated in the General Orders of the Johnsburg Police Department, but the number of hours a part-time officer may work within a calendar year is restricted. Part-time police officers shall not be assigned to supervise or direct full-time police officers. Part-time police officers shall be trained in accordance with the Illinois Police Training Act (50 ILCS 705/1 et. seq.) and the rules and requirements of the ILETSB.
3. **HIRING STANDARDS** Any person employed as a part-time police officer must meet the following standards:
 - Be of good moral character, of temperate habits, of sound health, and physically and mentally able to perform assigned duties.
 - Be at least twenty-one (21) years of age.
 - Pass a medical examination.
 - Possess a high school diploma or GED certificate.
 - Possess a valid State of Illinois driver's license.
 - Possess no prior felony convictions.
 - Any individual who has served in the U.S. military must have been honorably discharged.
 - At the time of hire the person must have been previously trained and certified in accordance with the Illinois Police Training Act (50 ILCS 705/1 et. seq.) and the rules and requirements of the ILETSB.
4. **DISCIPLINE** Part-time officers shall be under the disciplinary jurisdiction of the chief of police. Part-time police officers serve at the discretion of the Village authorities, shall not have any property rights in said employment, and may be removed by the Village authorities at any time. Part-time police officers shall comply with all applicable rules and General Orders issued by the Johnsburg Police Department.

F. **POLICE CLERK**: Refer to Chapter 3.03

G. **COMMUNITY SERVICE OFFICER (C.S.O.)** - The work of the Community Service Officer involves responsibility for the enforcement of all animal related ordinances, local parking ordinances, code violations and the performance of police related tasks which do not involve criminal investigations or follow-up criminal investigations other than as a Forensic Services Technician. Community Service Officers may also be assigned duties as crossing guards, matrons, records clerks, abandoned vehicle officers and training officers. Work involves an element of danger and may place the employee in situations that demand unusual strength and endurance. The employee must be able to exercise sound independent judgment and composure while dealing with the public. Assignments may include work on tasks which require 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 inspections and discussion.

1. JOB SPECIFICATIONS

a. Required experience and training

- Possess a standard high school diploma (or equivalent GED);
- Possess a valid Illinois Driver's License;
- Obtain and maintain CPR certification.
- Successfully complete Health/Medical Screening

b. Minimum Knowledge and Ability

- Observe situations quickly, analytically and objectively, determining a prompt course of action;
- Understand, interpret and apply relevant Federal and State statutes, local ordinances, court decisions, Police Department, as well as Village rules and policies;
- Understand and respond quickly, calmly, decisively and accurately to written and oral directions, instructions, inquiries and requests in all situations;
- Work independently or as a team member, effectively within the guidelines of standard operating procedures, department rules and regulations and within the scope of authority for that position;
- Foster appropriate intra and interagency communications;
- Develop and utilize interpersonal skills;
- Express oneself clearly and concisely, both verbally, and in writing;
- Hear and understand radio, telephone, and normal range verbal communications;
- Record information clearly and completely;
- Facilitate effective conflict arbitration/resolution;
- Manage situations firmly, courteously, tactfully and impartially;
- Maintain confidentiality in performance of duties;
- Assimilate, retain and effectively use geographic knowledge concerning the Village and surrounding vicinity;
- Provide assistance to citizens and coworkers in physical distress;
- Learn, display and maintain all skills, knowledge and abilities for the performance of all duties and responsibilities, as established by the Chief of Police;
- Effectively communicate and interact positively with fellow employees and citizens.

c. Equipment Operations

- Motor Vehicles
- Basic office equipment: multi-line telephone system, computers, printers, computer systems, photocopiers, fax equipment, etc.;
- Electronic gas pump

- Writing implements and basic drawing templates;
- Basic tools and equipment: portable and mobile radios, MDT, first-aid equipment, fire extinguisher, animal restraining devices, cages, live traps, bite prevention gloves, tranquilizer weapon, flashlight, uniform, simple tools, OC spray, Electronic Control Device,

2. ESSENTIAL DUTIES

a. Routine Patrol

- Patrol a designated area either on foot or in an assigned vehicle;
- Observe for and take appropriate actions regarding safety hazards, stray animals, parking violations and other ordinance violations;
- Report any criminal activity observed to communications personnel;
- Take appropriate actions to assist motorists with disabled vehicles.

b. Preliminary Duty

- Process non-criminal complaints filed by citizens;
- Enforce parking, animal and various Village ordinances (Code Enforcement);
- Conduct initial investigation of cruelty to animals or other animal ordinance violations;
- Submit written reports recording investigative information;
- Submit assigned reports for incidents or offenses that are delayed and/or will not require follow- up investigation;
- Complete daily transport to the Municipal Center;
- Pick up and transport department supplies;
- Pick up and distribute prisoner meals;
- Conduct prisoner well-being checks within the lockup facility;
- Notify immediate supervisor of any situation encountered that is outside the realm of authority for a CSO to handle;
- Appear and testify in court;
- Maintain an animal impound file and attempt to reunite lost animals with their owners;
- Install Vehicle Immobilization Devices (Denver Boot) to eligible vehicles;
- Provide proper instruction on the installation of child safety seats and restraints.

c. Traffic Duty

- Control, regulate and direct vehicular and pedestrian traffic as authorized by a shift supervisor;
- Assist motorists with disabled vehicles;
- Perform traffic direction at school crossings in the absence of crossing guards;
- Investigate and complete accident reports on assigned private property motor vehicle accidents, excluding those involving personal injury, hit and run when all parties involved are not present at the scene or when a traffic citation may be issued, reckless driving, and/or DUI.

d. Marginal Functions

- Perform lifesaving procedures;
- Attend to the front desk at the police department building; answer telephones, work computer terminals, communicate via radio, complete reports, and generally provide information and assist persons;
- Greet, direct, and assist visitors;
- Monitor entry and exit of visitors and workers to the police compound and issue appropriate ID tags;
- Train new Community Service Officers;
- Complete FBI, state and local arrest fingerprint cards;
- Maintain department vehicles and equipment;
- Female officers perform matron duties in the lockup, court, hospital or during the transportation of prisoners;
- Attend and successfully complete all assigned training.

3. SCHEDULING The position involves regular and irregular shift work, shift and day off rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 8 hours in duration, but may be extended in the event of emergency, disaster, personnel shortage, work load or work-in progress.

4. ENVIRONMENTAL FACTORS

- Exposure to varying weather conditions including all and extreme conditions;
- Exposure to all and extreme lighting conditions, natural and man-made light, indoors and outdoors;
- Exposure to fire, smoke, chemical leaks/spills during emergency situations; Exposure to dangerous persons or animals;
- Exposure to persons and/or articles having contagious/communicable diseases;
- Exposures to hazards associated with traffic control and working in or around traffic;
- Hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

5. PHYSICAL AND MENTAL REQUIREMENTS

- Pursue stray animals on foot;
- Run to persons requiring emergency assistance;
- Lift and carry equipment and injured/deceased animals, up to 40 pounds;
- Climb flights of stairs, ladders and over obstacles;
- Walk, stand or sit for long periods of time -- including driving;
- Discern color differences;
- Vision corrected to 20/20 to observe, read and operate equipment safely;
- Perform lifesaving procedures.

H. LATERAL ENTRY REGISTRY – POLICE OFFICER

1. An individual who has been previously employed as a full-time sworn officer of a

regular police department in any municipal, county, university, or state law enforcement agency within the State of Illinois may apply for a lateral entry position, provided they are certified by the Illinois Law Enforcement Training Standards Board and have been with their respective law enforcement agency within the state for at least two (2) years.

2. To be considered for the lateral entry registry, the applicant must submit a completed application form to the Police Commission Board, hereinafter referred to as the Board, along with proof that they have worked for an Illinois law enforcement agency for two (2) years. Applicants for a lateral hire position must also provide documentation that they have successfully completed the minimum standards basic law enforcement training course pursuant to the Illinois Police Training Act.
3. Every applicant for lateral entry must meet all of the application requirements and prerequisites set forth in these rules and regulations. Lateral entry applicants must be of good moral character, sound health, and must be able to perform the essential job functions of the position applied for. The lateral entry procedure includes the following phases: employment application, pre-screening, Police Department oral interview, background investigation, and polygraph examination. Lateral entry candidates must receive a passing grade of 70% in order to proceed to the next phase.
4. Lateral hire applicants who have met all hiring prerequisites and successfully completed the required portions of the process will be placed upon the final eligibility register for lateral entry in order of their relative excellence, based upon their scores. Election of statutory preference points will be processed prior to being placed on the final eligibility register.
5. For purposes of appointment to a vacancy, the Board may, but is not required to, give preference to an individual on the final register of eligible candidates for lateral entry. Lateral entry candidates must receive a passing grade of 70% in an oral interview with the Board before a conditional offer of employment is extended. The Board, in its discretion, may make an offer of employment to a candidate from either the final register of eligible candidates or the final register of eligible candidates for lateral entry. If a conditional offer of employment is extended to a lateral entry candidate, they must pass psychological and any/all medical exams.
6. An individual who has been on the final register of eligible candidates for lateral entry for more than two (2) years and has not been certified for hire shall be removed from the list

4.04 CONDUCT OF MEMBERS It shall be the duty of every member of the Public Safety Department to conduct themselves in a proper and law abiding manner, at all times, and to avoid the use of unnecessary force. Each member of the Department shall obey the orders and directions of their supervisor.

4.05 WITNESS FEES Every member of the Public Safety Department shall appear as a witness

whenever this is necessary in a prosecution for a violation of an ordinance or of any State or Federal law. No such member shall retain any witness fee for service as witness in any action suit to which the Village is a party; any fees paid for such services shall be turned over to the Chief of Police who shall deposit the same with the Village Treasurer.

4.06 RULES AND REGULATIONS The Chief of Police may make or prescribe a Policy and Procedure Manual for Public Safety Department operations. Such manual, when approved by the Village Board shall be binding on such members. The respective rank and grade of the members, as to superiority within the Department, may be prescribed by regulation.

4.07 UNCLAIMED PROPERTY

- A. **DISPOSITION OF UNCLAIMED PROPERTY** All personal property transferred or delivered to the Public Safety Department under circumstances supporting reasonable belief that such property was abandoned, lost, stolen or otherwise illegally possessed, shall be retained in the custody of the Chief of Police who shall make reasonable inquiry and effort to identify and notify the owner or other person entitled to possession of such property. Upon reasonable and satisfactory proof of ownership or right to possession, such property shall be returned to the person or entity claiming the same.
- B. **REIMBURSEMENT OF COSTS** Prior to the return of property pursuant to this ordinance, the Village Public Safety Department may be reimbursed for all expenses incurred as a result of such custody including but not limited to a storage charge of Five Dollar (\$5.00) per day.
- C. **SALE OF UNCLAIMED PROPERTY** If the identity or location of the owner or other person entitled to possession of the property has not been ascertained within six (6) months, the Chief of Police shall cause the property to be sold for cash to the highest bidder at a public auction. Notice of such auction shall be published at least once in a newspaper of general circulation at least ten (10) days prior to such auction. The notice shall include the time, place and date of the auction together with a brief description of each item to be sold. Property offered but not sold at such auction may be offered and sold at a subsequent auction without further notice as to that particular item.

- D. **DEPOSIT OF RECORDS** All proceeds of sale, after reimbursement to the Village Public Safety Department for expenses as provided in subsection B of this ordinance, shall be deposited in the treasury of the Village in its corporate fund account.
- E. **LIMITATION** The owner or other person entitled to possession of such property may claim and recover possession of the property at any time before its sale at public auction, upon providing reasonable and satisfactory proof of ownership or right to possession and reimbursing the Village Public Safety Department for all reasonable expenses of custody.
- F. **DAMAGES OCCASIONED BY ACTS OR OMISSIONS** Neither the Chief of Police nor any person acting under his direction shall be responsible for consequential damages occasioned by the storage by the Village of any property or any failure to comply with the provisions of this ordinance.

4.08 OATH The Chief of Police, each policeman and each employee belonging to the Public Safety Department, before entering upon his duties as a member of the Department, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Illinois, and the ordinances of the Village of Johnsburg, and that I will faithfully discharge the duties of _____ of the Village, according to the best of my ability.

This oath or affirmation, so subscribed, shall be filed in the office of the Village Clerk.

4.09 PUBLIC SAFETY POWERS AND DUTIES All sworn employees of the Public Safety Department shall have all the powers provided for under the provisions of law and by ordinance of the Village. It shall be the duty of the Public Safety Department to use every reasonable means for maintenance of law and order in the Village, for the enforcement of the ordinances of the Village and for the performance of such other duties and functions usually performed by Public Safety Departments. The Public Safety Department and the members thereof shall perform such other duties as may be imposed upon it or them respectively by ordinance, resolution, or other action of the Board of Trustees.

4.10 CONTROL OF PUBLIC SAFETY DEPARTMENT Subject to all of the foregoing, the Public Safety Department and the members thereof shall be subject to the order and direction of

the President. It shall be the responsibility of the Committee of the Whole to advise the President with respect to the direction of the Public Safety Department in all things, and to establish matters of policy, or to do any and all things necessary in the supervision of the operation of the Department.

4.11 TRAINING, REIMBURSEMENT

- A. It shall be the duty of every public safety officer to reimburse the Village for the cost of any training, hiring and equipment paid by the Village should he/she or she leave within 24 months after training has been completed.
- B. Before a training class is started the Officer shall execute an agreement with the Village, which is Exhibit A of this Chapter 4, attached hereto and made a part hereof.

4.12 RETURN OF PROPERTY

- A. Each officer may be provided with certain equipment including uniforms, badge identification, weapons and other public safety related personal property. Upon issuance of same, these items shall be inventoried by the Chief Police or his/her designee and the Officer shall sign said inventory acknowledging receipt of these items of personal property and indicating its cash value. At all times these items of personal property shall remain the property of the Village, on loan to the Officer.
- B. Before assuming employment with the Public Safety Department, the Officer shall execute an agreement with the Village which shall identify an inventory of equipment received by the Public Safety Officer and its value.
- C. Should the officer leave the employ of the Village Public Safety Department, the officer shall, within three days, return to the Village all personal property loaned to him by the Village and as inventoried upon his assumption of employment. If for any reason the Officer fails to return said personal property within three days, then the Officer and the Village agree that the value of this property, as indicated on the inventory, shall be deducted from any wages due the Officer by the Village upon termination of employment.

To the extent that the Officer is owed less than the value of the property or, in the alternative, at the Village's option, the Village may proceed against the Officer in accordance with any other legal rights it has to obtain return of the property and/or a money judgment for its value.

4.13 POLICE COMMISSION. Pursuant to 65 ILCS 5/10-2.1-1 et seq., said provisions are hereby adopted and all applicable provisions therein (or as amended by the State Legislature in the future) are incorporated herein by reference as if fully set forth herein. Those persons appointed to the Police Commission shall be residents of the Village.

EXHIBIT A
AGREEMENT FOR REIMBURSEMENT OF
HIRING, TRAINING AND EQUIPMENT EXPENSES

THIS AGREEMENT FOR REIMBURSEMENT OF HIRING, TRAINING AND EQUIPMENT EXPENSES (this "Agreement") is entered into this ____ day of _____, 20__, by and between the Village of Johnsburg, an Illinois municipal corporation (the "Village"), and _____ (the "Officer").

WHEREAS, the Officer acknowledges that the Village will not incur substantial expenses in the process of hiring, training and equipping the Officer to be a public safety officer; and

WHEREAS, the Officer acknowledges that these expenditures are expected to be recaptured through services by the Officer with the Village's Public Safety Department after completion of training and that the Village will suffer substantial detriment if the Officer should take employment elsewhere during a period of time for 24 months following completion of all required training; and

WHEREAS, the Officer acknowledges that were it not for the Officer agreeing to execute this Agreement, the Village would not hire him or her; and

WHEREAS, the Officer acknowledges that the Village is relying upon the Officer's commitment to serve the Village for an interval of 24 months following completion of all required training in its extending an offer of at-will employment to the Officer.

NOW, THEREFORE, in consideration of the Village paying the training expenses of the Officer, as more specifically described below, it is hereby agreed as follows:

1. **Incorporation of Recitals into Agreement.** The recitals set forth above are hereby incorporated into this Agreement by this reference. The Officer and Village agree as to the veracity of these recitals.
2. **Reimbursement Obligation.** The Officer, in consideration of the Village's providing the Officer with formal public safety training through an Illinois law enforcement academy, as well as approximately ten (10) weeks of field training under the supervision of experienced public safety personnel of the Village as well as equipping the Officer, does hereby agree that in the event the Officer's employment with the Village ceases due to any reason other than "Termination", as defined below, within 24 months from commencement of full time service as a public safety officer subsequent to the Officer's completion of the field training, the Officer will reimburse the Village for all expenses incurred in connection with hiring, training and equipping the Officer as set forth in Section 4 of this Agreement and in accordance with the credit formula in Section 5 of this Agreement. The Officer understands that if the Officer voluntarily leaves the employ of the Village within 24 months after training, the Officer will be obligated to reimburse the Village for the expenses described herein. Resignation by the Officer for whatever reason shall be *prima facie* evidence that the Officer left voluntarily.

3. Definition of "Termination". "Termination" as used in this Agreement shall mean any termination of the Officer's employment by the Village and shall also include termination of the Officer's employment with the Village due to injury or illness resulting in the Officer's permanent inability to perform the normal duties of the position held by the Officer at the time of commencement of such injury or illness.
4. Reimbursement Obligation. The Officer's reimbursement obligation shall consist of the sum of all amounts expended by the Village in connection with hiring, training and equipping the Officer, including, but not limited to the following:
- | | | |
|----|--|--------------------------|
| a. | Cost of background investigation and other entrance check expenses in the approximate amount of: | <u>\$1,000.00</u> |
| b. | Cost of police training and other entrance check expenses in the approximate amount of: | <u>\$3,700.00</u> |
| c. | Expenses of providing field training, which due to difficulty of estimation and actual computation, are hereby agreed to be: | <u>\$2,300.00</u> |
| d. | Expenses of equipping, including but not limited to uniforms: | <u>\$2,300.00</u> |
| | Total estimated reimbursement of obligation: | <u>\$9,300.00</u> |

It is agreed that the amounts itemized above (other than the stipulated amount of expenses of field training) are estimates only. The Officer agrees that the Officer's actual reimbursement obligation will be determined by the Village based upon actual expenditures and/or reasonable estimates thereof in the event actual expenditures cannot be documented through a reasonable effort and in accordance with the credit formula set forth in Section 5 of this Agreement. The Village agrees not to include, in its calculation of the Officer's reimbursement obligation, any sums previously received from any state or federal agency as reimbursement for training expenses incurred on the Officer's behalf.

5. Credit for Continuous Employment. Credit for services rendered by the Officer will be given against the reimbursement obligation at the rate of one twenty-fourth (1/24th) of the total reimbursement obligation for each completed month of continuous full time employment subsequent to completion of the field training period by the Officer. Any absence from work due to illness, injury or other cause for a period greater than two weeks shall be excluded from the period of service for which credit will be given. However, all absences related to any injury sustained in the line of duty shall not be excluded.

6. Acknowledgment of At-Will Employment Relationship between the Officer and the Village. The parties agree that nothing in this Agreement is meant to alter the at-will employment relationship between the parties.
7. Terms of Repayment. Complete payment of the reimbursement obligation shall be made by the Officer within 12 months of cessation of employment in monthly installments of no less than one-twelfth of the total reimbursement obligation, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first of each month thereafter*. The Village may apply any sums due the Officer as wages, at the time the Officer voluntarily leaves the employment of the Village, as payment against the Officer's reimbursement obligation. Such deduction of wages may be made notwithstanding the fact that such amounts may exceed 15% of the Officer's wages per paycheck. Furthermore, the applicant also agrees to any accounting expense not to exceed \$500.00 in the administration of this Agreement, should full payment not be forthcoming.

The Officer also agrees that in the event of his/her failure to make any payment required pursuant to this Agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. Additionally, the Officer further agrees that in the event the Village incurs legal fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this Agreement, the Officer will pay such expenses in addition to the portion of the reimbursement obligation then due.

*Exact amount to be calculated at time of cessation of employment.

8. Time is of the Essence. Time is of the essence in this Agreement.
9. Acknowledgment of Receipt of Agreement/Right to Independent Legal Advice. The Officer acknowledges that he or she has received a copy of this Agreement. The Officer understands that the Officer has the right to have this document examined by an attorney of his or her choosing and to discuss its terms with the Officer's attorney prior to signing it.
- Please check the boxes below as applicable:
- z The Officer fully understands the nature and terms of the contractual obligations created pursuant to this Agreement and has chosen not to consult an attorney.
- z The Officer has consulted an attorney regarding this Agreement and has received his/her explanation of its terms.
10. Severability. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited by or invalid under applicable law, such provision shall be ineffective only to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

11. Interpretation: No provision of this Agreement shall be construed against or interpreted to the disadvantage of any party hereto by any court or other governmental or judicial authority by reason of such party having or being deemed to have structured or dictating such provision.

Dated this ____ day of _____, 20__.

Officer's signature

STATE OF ILLINOIS)
) SS
COUNTY OF MCHENRY)

On this day, _____, personally appeared before me and acknowledged that he/she signed the same as his/her free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN UNDER my hand and official seal this ____ day of _____, 20__.

Notary Public

AGREED AND ACCEPTED this ____ day
of _____, 20__.

President
Village of Johnsburg