

**Village of Wauconda  
Job Description**

JOB TITLE: Chief of Police

DEPARTMENT: Police

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Village Administrator and Mayor

**SUMMARY:**

As the primary Chief Law Enforcement Officer of the Village of Wauconda, the Chief of Police is charged with maintaining the safety and security of the Village of Wauconda, its inhabitants, business and merchants and all those who travel within the borders of the Village of Wauconda. Maintenance of the peace, safeguarding persons and property, ensuring order, traffic flow and general safety are principle duties that are delivered through effective management and leadership of the Wauconda Police Department. The Chief of Police is specifically charged with the supervision of all members of the department and shall be held strictly responsible for conduct and efficiency of all such members and the general good order of the Police Department. He shall diligently inquire into all complaints and charges of laxity or misconduct in the performance of duty by members under his command and shall take such steps as are necessary to maintain the efficiency, effectiveness, and integrity of the Department. He shall have full power and authority to suspend any member of the Police department for a period not to exceed five days and/or file charges against any member or members of the Police Department with the Board of Police and Fire Commissioners in the case of sworn members of the Department and with the Village President in the case of non sworn employees. The chief of Police shall respect all policies and procedures, rules and regulations, general and special orders as well as verbal directives applicable to the position.

**QUALIFICATIONS:**

The Chief of Police must be a citizen of the United States, either natural or naturalized, over the age of 21. A working knowledge of the street layout and population patterns of the Village of Wauconda, with working knowledge of common laws covering traffic and general behavior, ability to react quickly and calmly to any emergency situation, ability to develop skills in the use and care of firearms, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations.

**SPECIAL REQUIREMENTS:**

The Chief of Police must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the National Level, credit check and, pass drug testing and pre employment physicals. The Chief of Police must successfully complete course work for Police Certification, leadership and specialized training as specified by the State of Illinois.

### EDUCATION AND EXPERIENCE:

Associate's degree in police science or related field (a bachelor's degree is preferred) and ten years of law enforcement experience, including five years in police supervision; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job

### HOURS:

The Chief of Police is on call at all times.

### DUTIES:

#### **Essential Functions:**

1. Being responsible for the efficient operation of all personnel, equipment and Village property related to or used by the Department.
2. Keeping the Village President (Mayor), Village Administrator and chairman of the Police and Fire Commission informed of any emergency, extraordinary action taken or necessary deviation from policy or procedure.
3. Attend all regular and special Board meetings as required.
4. Develops, monitors and executes Department Budget.
5. Keep daily work records and personnel rating sheets up to date.
6. Determine the work schedules of employees.
7. Make out vacation schedules for the Department.
8. Cancel vacations and time off, time due in the event of an emergency.
9. Submit to the Board of Trustees, at the first meeting of the month, total hours lost of work due to time off other than authorized vacations and total overtime worked which requires time off or overtime pay.
10. Training of personnel and having a succession plan for all critical or sensitive positions and designated alternate to take the place of the Chief in times of absence.
11. Delegate such of the powers of the Chief of Police as deemed necessary for efficient administration and operation of the Department to be exercised under his direction and supervision of his subordinates.
12. Assign functions, powers and duties to members of the department as required.
13. Have and exercise all of the functions, powers and duties designated to him under State law and Village ordinance which is necessary to attain and retain an efficient, effective Department capable of protecting and serving the Village with the highest degree of integrity and professionalism.
14. Develops and reviews policies, rules and procedures for effective operation of Police services.
15. Directs departmental policy, collaborates with subordinate leaders on procedures regarding operations and efficient conduct of the Department.
16. Demonstrates leadership in the commitment to the Police Code of Ethics and highest values of Public service.
17. Directs police command staff and supervisors responsible for crime prevention, research, special programs, projects and disaster preparedness.
18. Acts in an official capacity in local disaster preparedness organization.
19. Directs the assignment of personnel and equipment.

20. Supervises, oversees and directs special studies and criminal investigations and investigations related to complaints.
21. Coordinates with allied and other local government agencies in emergency rescue activities.
22. Confers with public officials and citizen groups on law enforcement problems, community issues and the development of municipal law enforcement policies.
23. Participates in County State and federal programs and conferences as prudent and beneficial to the Village of Wauconda.
24. Oversees the development of training programs to ensure the Village of Wauconda Police Department is responsive, professional and applies up to date police methods and procedures.
25. Answers difficult questions; provides information to the public, Village officials and department heads as required.
26. Builds and maintains respectful, positive working relationships with staff and other agencies and public using principles of good customer service and professional conflict resolution.
27. Models appropriate management conduct, maintain appropriate safeguards of sensitive information, comply with and support Village policy and procedures, recommending necessary changes as appropriate.
28. Follows additional duties for management and operations of the Police Department as specified in Village Code 8-1-3.
29. Performs other duties and tasking as assigned for the betterment of the Village of Wauconda.

### **Marginal Functions**

1. Represent the Department at official and non official functions.
2. Participate in Village committees as directed by the Village Administrator.
3. Participate in ongoing professional development activities personally and encourage subordinates to participate as well.

### **PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to operate effectively during times of high stress.
6. Employee must act rationally; communicate calmly in even the most stressful of situations and dealings with the public.
7. Employee must be able to work with management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Heavy (up to 150 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting and in the climate extremes of the northeastern Illinois area.
3. Protective clothing is required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Employee must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt effective actions.
6. Employee must understand, interpret and apply applicable Federal and State local ordinances, court decisions and Police Department and Village rules and policies.
7. Employee must be work independently and effectively within the confines of standing operating procedures.
8. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
9. Employee must use good safety awareness and judgments in all aspects of operations.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Position Description**

**POSITION TITLE:** Deputy Chief – Operations

**DEPARTMENT:** Police

**FLSA CLASSIFICATION:** Exempt

**REPORTS TO:** Chief of Police

**JOB STATUS:** Full Time

**SUPERVISES:** All personnel in Division, indirect supervision of all personnel

**Position Purpose:**

The Deputy Chief - Operations is under the general direction of the Chief of Police, and assists in directing and coordinating the actions and functions of the Operations Division. The Deputy Chief administers the daily operations of the personnel assigned to the Operations Division. Under general direction, the Deputy Chief exercises internal management responsibilities in coordinating and program planning for the department as a whole.

This position is responsible for the coordination of Village actions with all federal and state mandates for homeland security and acts as liaison to the Village Emergency Services and Disaster Agency.

The Deputy Chief - Operations is expected to promote police/community partnerships to address the causes of criminal activity, community disorder, community fears and concerns, and any other community problem or issues.

Shall promote police-community partnerships to address the causes of criminal activity, community disorder, community fears and concerns and any other community problem or issue.

**Essential Position Duties:**

The Deputy Chief – Operations may act as the Chief of Police, as assigned; is second in command by policy.

Provide overall leadership and supervision of personnel under his command in the Patrol Division. Plans and coordinates the work of sergeants, patrol officers, CSO's and other personnel under their command;

Leads and trains personnel in technical law enforcement work; prepares accurate and comprehensive reports; establishes and maintains effective working relationships with subordinates, peers, other officers and the public;

Acts as the director of training to prescribe necessary management, technical and legal training courses;

Conduct mobile inspections of operational performance;

Duty hours shall remain flexible so that he may see that Department policy and procedures are being followed by personnel on all shifts;

Review case assignments and dispositions of case reports as needed;

Maintain and promote cooperation between all units under his command in order to accomplish the goals of the department;

Responsible for the Administrative Review function of the Department pursuant to General Order;

Responsible for the administrative review of motor vehicle accidents involving police vehicles;

Acts as the Department liaison with the State's Attorney's Office for legal advice and case preparation; maintain liaison between the Department and the traffic, criminal, and felony court system;

Encourages citizen participation in the problem solving process and helps to develop, facilitate and implement solutions to specific problems that are identified or brought to our attention through the community;

Advise and assist subordinate Police Officers in law enforcement investigations and case inquiries;

Attend seminars and meetings to keep updated on new principles and practices of police operation and related matters,

Attends Police and Village staff meetings as required;

Relay information to proper personnel;

Provides updates on all annexations and address changes within the corporate city limits;

Ensures the coordination and maintenance of work schedules for the entire department, schedule days off, vacations, holidays, schools, sick days, etc.;

Administers special detail and hire back assignments;

Review and approve all overtime for payroll; assist in payroll documentation and data input;

Periodically review accident and case reports to assure adherence to department policies;

Coordinate the purchase/maintenance of necessary equipment used in units under his command;

Administers the quarter-mastering of uniforms for all uniformed personnel including surveys and replacements;

Act as emergency services coordinator for the Department; interaction with Sheriff's designate for emergency services; coordinates all emergency services activities and special call outs within the Village;

Direct citizen complaints to the proper authority;

Discharge any other duty so assigned by the Chief of Police.

Responsible for his safety and safety of other employees through compliance with established guidelines; reports circumstances and situations that are deemed hazardous or otherwise detrimental to the public or City employees in a timely manner.

**Competencies:**

Thorough knowledge of the theories, principles, and practices of modern police administration;

Knowledge of modern police organization, and development of personnel and equipment; of obligations, responsibilities, functions, and procedures of the Police Department, and the limitations upon its authority; of modern patrol, traffic, and investigative techniques;

Modern techniques in police handling of juveniles and crime prevention programs;

Criminal law, court procedure, rules of evidence, custody of persons, search and seizure, civil rights, and related constitutional, legal, and court decisions affecting police jurisdiction;

Police science, personnel administration, training and modern management practices;

Budget preparation and presentation for Field Operations Unit; Monitor monthly budget activity;

Knowledge of SCI payroll procedure;

Data processing.

**Minimum Qualifications:**

Appointed by the Chief of Police; ten years of law enforcement experience; two years' supervisory and management or administrative experience; successful completion of Staff and Command, FBI National Academy, or equivalent.

Appointment made by Chief of Police with Village Administrator and Mayor approval.

Considerable knowledge of the principles and practices of effective administration and supervision as they apply to the police service; considerable knowledge of crime prevention, investigation, and community policing principles, procedures, techniques and equipment; considerable knowledge of

federal, state, and local laws and their application to police activities; considerable knowledge of other agency operations and protocols.

Skill to operate the tools and equipment of the Police Department.

Ability to train and supervise subordinate personnel in the duties of their position; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions and orders; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time.

**Other Requirements:**

Illinois Law Enforcement Training and Standards Board Certification. State of Illinois Class "D" Driver's license without record of suspension or revocation in any State. No felony convictions or other disqualifying criminal histories allowed.

Must be able to read, write, and speak English fluently.

May be called upon to testify in civil and criminal court on behalf of the Department and Village of Wauconda.

Attend training as required.

Develop and maintain required skills and licenses/permits/certifications as required.

**Environmental Conditions:**

Interior office environmental climate and vehicular mode of transportation.

**Equipment Used:**

Requires the frequent use of a police car, radio, handgun and other weapons as required, expandable baton, handcuffs, breathalyzer, first aid equipment, pager, personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Sitting	Frequently
Walking	Frequently
Strength	Occasional Heavy Lifting (up to 150 lbs.)
Balancing	Frequently
Stooping	Frequently

Kneeling Frequently  
Crouching Frequently  
Reaching Frequently  
Handling Frequently  
Fingering Frequently  
Feeling Frequently  
Jumping Occasionally (one to three foot spans)

**Cognitive Considerations:**

Employee must be able to read, understand material and communicate in English.

Employee must possess time management and organization skills to effectively perform his/her job.

Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.

Employee must be able to observe situations analytically and objectively, determine and take prompt and effective actions.

Employee must understand, interpret and apply applicable laws and ordinances and Department and Village rules and policies.

Employee must be able to work independently and effectively within the confines of standing operating procedures.

Employee must have ability to make judgment with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspects of the work involved in this position.

**Working Conditions:**

Work is predominantly performed in a smoke-free office setting. Occasionally work is performed in emergency and stressful situations and the employee may be exposed to hearing alarms and hazards associated with crime and other emergency incidents, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. During these emergency situations, and on occasion in non-emergency situations, the employee works in outside weather conditions, including temperature extremes, during day and night.

The employee occasionally works near moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually quiet, except during crime and other emergency incidents when noise levels may be loud.

Notice

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary.

The Village of Wauconda is an equal opportunity employer and follows the guidelines established by the Equal Opportunity Act, Fair Labors Standard Act and the American with Disabilities Act.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

**POSITION TITLE:** Deputy Chief – Support Services

**DEPARTMENT:** Police

**FLSA CLASSIFICATION:** Exempt

**REPORTS TO:** Chief of Police

**JOB STATUS:** Full Time

**SUPERVISES:** All personnel in Division, indirect supervision of all personnel

**Position Purpose:**

The Deputy Chief is under the general direction of the Chief of Police, and assists in directing and coordinating the actions and functions of the Support Division. The Deputy Chief - Support Services administers the daily operations of the personnel assigned to the Support Division. Under general direction, the Deputy Chief exercises internal management responsibilities in coordinating and program planning for the department as a whole.

This position is responsible for the fiscal and personnel management of the Department, including the development, implementation, and compliance monitoring of policy as mandated by Federal, State, as well as local regulatory proviso and existing accreditation guidelines.

The Deputy Chief shall exercise internal management authority in program development, coordination, and implementation for the Department and is expected to promote police/community partnerships to address the causes of criminal activity, community disorder, community fears and concerns, and any other community problem or issues.

**Essential Position Duties:**

The Deputy Chief - Support Services may act as Chief of Police in the Chief's absence; third in command by policy.

Conduct a periodic inspection of administrative performance;

Attends Police and Village staff meetings as required;

Develop and manage the Department budget and act as fiscal planner;

Coordinate all purchases made by the Department and its personnel;

Monitor Departmental compliance with all laws, ordinances, and regulations within the purview of his Division;

Responsible for administration of Evidence/Property Room;

Handle internal investigations if so assigned;

Coordinates facility inspections and monitors compliance with risk management agency and Illinois safety requirements;

Manage the development of pertinent timely reports within the purview of his Division;

Encourages citizen participation in the problem solving process and helps to develop, facilitate and implement solutions to specific problems that are identified or brought to our attention through the community;

Monitor Departmental compliance with all Federal, State, Local, and other self-imposed Department laws and regulations;

Administers / manages special projects and their planning and research;

Administers Records Management Services;

Administers public outreach efforts;

The Deputy Chief - Support Services is responsible for his safety and safety of other employees through compliance with established guidelines; reports circumstances and situations that are deemed hazardous or otherwise detrimental to the public or Village employees in a timely manner.

**Competencies:**

Have a thorough knowledge of police administration theory and police organizational behavior;

Knowledge of modern police organization, and development of personnel and equipment; of obligations, responsibilities, functions, and procedures of the Police Department, and the limitations upon its authority; of modern patrol, traffic, and investigative techniques;

Modern techniques in police handling of juveniles and crime prevention programs;

Thorough understanding of personnel development, including recruiting, selection and training as defined by current law;

Thorough understanding of patrol, traffic, youth, and investigation missions;

The Deputy Chief shall have and maintain a current functional understanding of telecommunications and law enforcement computers (including RMS), jail operations, court procedures, civil and criminal law as it pertains to the police mission and jurisdiction;

Have and maintain knowledge of fiscal management techniques;

Knowledge of personnel and human relations decisions and practices, and related issues as directed by the courts, risk management agencies, and any accreditation processes;

Knowledge of data processing.

**Minimum Qualifications:**

Appointed by the Chief of Police; ten years of law enforcement experience; two years' supervisory and management or administrative experience; successful completion of Staff and Command, FBI National Academy, or equivalent.

Appointment made by Chief of Police with Village Administrator and Mayor approval.

Considerable knowledge of the principles and practices of effective administration and supervision as they apply to the police service; considerable knowledge of crime prevention, investigation, and community policing principles, procedures, techniques and equipment; considerable knowledge of federal, state, and local laws and their application to police activities; considerable knowledge of other agency operations and protocols.

Skill to operate the tools and equipment of the Police Department.

Ability to train and supervise subordinate personnel in the duties of their position; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions and orders; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time.

**Other Requirements:**

Illinois Law Enforcement Training and Standards Board Certification. State of Illinois Class "D" Driver's license without record of suspension or revocation in any State. No felony convictions or other disqualifying criminal histories allowed.

Must be able to read, write, and speak English fluently.

May be called upon to testify in civil and criminal court on behalf of the Department and Village of Wauconda.

Attend training as required.

Develop and maintain required skills and licenses/permits/certifications as required.

**Environmental Conditions:**

Interior office environmental climate and vehicular mode of transportation.

**Equipment Used:**

Requires the frequent use of a police car, radio, handgun and other weapons as required, expandable baton, handcuffs, breathalyzer, first aid equipment, pager, personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to feel, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste, and smell. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Sitting	Frequently
Walking	Frequently
Strength	Occasional Heavy Lifting (up to 150 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Jumping	Occasionally (one to three foot spans)

**Cognitive Considerations:**

Employee must be able to read, understand material and communicate in English.

Employee must possess time management and organization skills to effectively perform his/her job.

Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.

Employee must be able to observe situations analytically and objectively, determine and take prompt and effective actions.

Employee must understand, interpret and apply applicable laws and ordinances and Department and Village rules and policies.

Employee must be able to work independently and effectively within the confines of standing operating procedures.

Employee must have ability to make judgment with respect to confidentiality of information and problem solving.

Employee must use good safety awareness and judgment in all aspects of the work involved in this position.

**Working Conditions:**

Work is predominantly performed in a smoke-free office setting. Occasionally work is performed in emergency and stressful situations and the employee may be exposed to hearing alarms and hazards associated with crime and other emergency incidents, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. During these emergency situations, and on occasion in non-emergency situations, the employee works in outside weather conditions, including temperature extremes, during day and night.

The employee occasionally works near moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual will be exposed to blood borne pathogens and other infectious materials in the course of their duties.

The noise level in the work environment is usually quiet, except during crime and other emergency incidents when noise levels may be loud.

Notice

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary.

The Village of Wauconda is an equal opportunity employer and follows the guidelines established by the Equal Opportunity Act, Fair Labors Standard Act and the American with Disabilities Act.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Detective Sergeant

DEPARTMENT: Police

CLASSIFICATION: Non-Exempt – ICOPS Union

IMMEDIATE SUPERVISOR: Commander Support Services

SUMMARY:

Provide supervision, guidance, and assistance to officers of the department assigned to work within the division; require adherence to administrative policy, general orders, special orders, and procedures of the department in the performance of assigned duties; see that officers provide for proper maintenance of police facilities and equipment; require personnel to perform the desirable kind of police services; develop and maintain a climate in which morale, motivation, and individual effectiveness can flourish best; maintain the chain of command within the operations of the department; require attainment of acceptable standards of performance and enforce the controls necessary to assure performance is going to plan; assist in the training of personnel in the proper performance of assigned duties within the detective division; evaluate the performance of officers assigned to the detective division: 1. Review assigned investigations, 2. Adherence to rules and regulations, 3. Appearance, 4. Conduct and public contacts, 5. Level of activity, and 6. Reports and dispositions. Shall maintain a line of communication between line personnel, detectives, and administration through reporting and staff meetings; resolve conflicts that may arise between members of the division and other department members; require adherence to procedures on investigations and in preparing reports of the division; maintain a level of standard that promotes respect and confidence in subordinates of himself, and the administration; keep abreast of new investigative methods, rules of evidence, changes in criminal laws and procedures that may affect the operation of the detective division and or department; offer suggestions of improvement to administrators upon inspection of equipment, personnel, and areas of activity under his command; review reports submitted to the division and assign them for follow-up investigations; review and approve reports to be submitted to the prosecutor by a detective; maintain control and responsibility for the evidence locker and the disposition of all evidence maintained there by the department; assist officers assigned to the division in preparing any training programs on the services provided by the division to other members of the department or the general public; keep abreast of new techniques and tools used in the investigation of crime, and any matter which may affect the operations of the division.

QUALIFICATIONS:

The Detective Sergeant must be a citizen of the United States, either natural or naturalized, age 21 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, with working knowledge of common laws covering

traffic and general behavior, ability to react quickly and calmly to any emergency situation, ability to develop skills in the use and care of firearms, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations.

**SPECIAL REQUIREMENTS:**

The Detective Sergeant must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the National Level, credit check and, pass drug testing and pre employment physicals. The Detective Sergeant must successfully complete basic Police Certification training as specified by the State of Illinois.

**EDUCATION AND EXPERIENCE:**

A high school diploma is a minimum educational requirement, with additional educational work at the community or four year accredited college or university is desired, with course work in criminology, psychology, sociology and other studies which further critical thinking, communications and understanding of the population, a minimum of four years experience as a Patrol Officer, demonstrating successful police work.

**HOURS:**

Hours are as assigned by the Commander Support Services along the established shifts specified by collective bargaining agreements or as required to meet the demands of public safety. Some overtime work is mandatory and may include holidays which are dependent on shift assignment.

**DUTIES:**

**Essential Functions:**

1. Interviews victims and witnesses.
2. Apprehends and interrogates persons guilty of, suspected of, violations of criminal law.
3. Examines crime scenes, including making analyses of evidence; processing of fingerprints and other traces; photographing evidence and crime scenes; serving in advisory capacity to other divisions to assure the proper collection and preservation of evidence; and other crime scene and accident scene investigative duties as required.
4. Secures criminal complaints and warrants of arrest.
5. Investigates worthless document cases.
6. Testifies and presents evidence in court.
7. Recovers stolen property.
8. Assists other jurisdictions as required or directed.
9. Maintains supplies and equipment necessary to the efficient operation of the division.
10. Assists the prosecuting attorney in the courtroom presentation of evidence of criminal cases they have been assigned.
11. Prepares investigative and statistical reports.
12. Prepares case files on reports of patrol officers for the prosecutors' office.
13. Maintains evidence/photographs files.

14. Conducts internal investigations when instructed by the Commander Support Services.
15. Maintains control and responsibility for evidence seized by the Department.
16. Assists in the training on new techniques and tools used in the investigation of crime and of the changes in criminal law that may affect operations.
17. Enforcement and inspection of gaming sites and complaints.
18. Performs other duties as assigned to include juvenile officer, supervision of the School Resource Officer, Dare Program and other details as assigned by the Commander Support Services or immediate supervisor.
19. Performs other duties as required to meet the demands of the department and the Commander Support Services.

**Marginal Functions**

1. Represents the Police Department at various neighborhood and Village meetings.
2. Presents information to groups as required.
3. Represents the Department at function, meetings and conferences as assigned by the Commander Support Services.
4. Participates in Village employee committees as assigned by the Commander Support Services.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to operate effectively during times of high stress.
6. Employee must act rationally; communicate calmly in even the most stressful of situations and dealings with the public.
7. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

**PHYSICAL DEMANDS:**

Sitting	Frequently
Walking	Occasionally
Strength	Heavy (up to 150 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area ranges from an indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting to operating in the temperature and climatic extremes of the Northeastern Illinois area.
3. Protective clothing is required.
4. Employee will wear required special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Employee must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt effective actions.
6. Employee must understand, interpret and apply applicable Federal and State local ordinances, court decisions and Police Department and Village rules and policies.
7. Employee must be work independently and effectively within the confines of standing operating procedures.
8. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
9. Employee must use good safety awareness and judgment in all aspects of Police operations.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Police Sergeant – Watch Commander

DEPARTMENT: Police

CLASSIFICATION: Non-Exempt – ICOPS Union

IMMEDIATE SUPERVISOR: Commander of Operations

SUMMARY:

Under the general supervision of the Commander of Operations, the Sergeant directs and assists a squad of Police Officers performing the police function of protecting persons and property, providing law enforcement, maintaining order, controlling traffic, preventing crime and juvenile delinquency; may perform specialized administrative function and duties, investigative work or other supervisory tasks as assigned by the Commander of Operations. The Sergeant is a working and first line supervisor of a shift of officers providing patrol during an assigned shift. The Police Sergeant must exercise independent judgment in applying the law to circumstances at hand and use initiative, practical judgment, and leadership in police emergencies. The Sergeant directs and assists the patrol officer, organizes and assigns work for the shift; inspects and briefs squad; coordinates their activities which are generally performed independently as individual work details at various sites and patrol areas. The Sergeant mobilizes forces and assigns duties to meet emergencies; determines and secures equipment and material required and is responsible for the care use, accountability and return of such equipment. The Sergeant inspects work being performed and approves completed reports by patrol officers. The Sergeant accounts for time, teaches subordinates and prepares assessments of their performance as required. The Sergeant is responsible for the safety of his charges, enforcing safety standards and maintenance of the work place to ensure safe operations. The Sergeant ensures enforcement of all applicable laws and ordinances, takes charge at accident or crime scenes, and is the first supervisory position to initiate official disciplinary actions or resolve complaints of subordinate officers.

QUALIFICATIONS:

The Police Sergeant must be a citizen of the United States, either natural or naturalized, age 21 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, with working knowledge of common laws covering traffic and general behavior, ability to react quickly and calmly to any emergency situation, ability to develop skills in the use and care of firearms, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations.

### SPECIAL REQUIREMENTS:

The Police Sergeant must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the National Level, credit check and, pass drug testing and pre employment physicals. The Investigations Officer must successfully complete basic Police Certification training as specified by the State of Illinois.

### EDUCATION AND EXPERIENCE:

A high school diploma is a minimum educational requirement, with additional educational work at the community or four year accredited college or university is desired, with course work in criminology, psychology, sociology and other studies which further critical thinking, communications and understanding of the population, a minimum of four years experience as a Patrol Officer, demonstrating successful police work.

### HOURS:

Hours are as assigned by the Commander of Operations along the established shifts specified by collective bargaining agreements or as required to meet the demands of public safety. Some overtime work is mandatory and may include holidays which are dependent on shift assignment.

### DUTIES:

#### **Essential Functions (includes all essential functions of a Patrol Officer):**

1. Organizes, assigns, and directs the work of a mobile squad of patrol officers patrolling or providing traffic control for the Village during assigned shifts.
2. Provides supervision, guidance, and assistance to patrol officers of the department in the performance of assigned duties.
3. Requires adherence to administrative policies, general orders, special orders and procedures of the department.
4. Assures that officers provide for the proper maintenance of police facilities and equipment.
5. Develops and maintains a climate in which moral, motivation, and individual effectiveness can flourish.
6. Maintains the chain of command within the operations of the department.
7. Patrols sectors, keeping in touch with other patrol or traffic control personnel at all times, giving instructions by radio, when dealing with unusual situations as necessary or assigning additional manpower as required.
8. Responds to routine and emergency calls for protection of persons and property for the enforcement of Village ordinances, state and federal law.
9. Takes charge of the collection of facts and evidence at the scene of crimes, deaths and traffic accidents or, may act independently for investigating a wide variety of complaints and criminal acts.
10. Directs and participates in the routine gathering of evidence, questioning of witnesses and apprehension and interrogation of suspects.

11. Directs traffic, including regulation of vehicle flow at times of emergency or congestion, and stops drivers who are operating motor vehicles in violation of law and ordinances, issuing citations as appropriate.
12. Makes investigations of complaints and crime reports, reviews reports of assigned officers for completeness and accuracy, and maintains all shift reports and paperwork.
13. Appears in court to present evidence and testimony in connection with criminal prosecution.
14. Attends fire scenes to control traffic and assist in the protection of persons and property.
15. Gives information and directions to the public and maintains contact with other law enforcement agencies.
16. Requisitions required equipment and supplies and is accountable for care use and return.
17. Provides on the job instruction, evaluates performance and enforces personnel and department rules, regulations, policies and procedures, resolves employee complaints and initiates disciplinary action as required.
18. As assigned, may assist in conducting special studies of crime prevention, traffic control, marine unit supervision and telecommunications supervision.
19. Responsible for the guidance, training, development and assignment of routine work to officers as needed.
20. Performs additional duties as detailed or assigned by the Commander of Operations.

#### **Marginal Functions**

1. Assists in the training of personnel in proper performance of assigned duties.
2. When not involved in other assignments, provides patrol and relief of subordinate officers as required.
3. Provides supervision or leadership in a variety of programs as directed by the Commander of Operations.
4. Participates in Village employee committees as directed by the Commander of Operations.

#### **PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to operate effectively during times of high stress.
6. Employee must act rationally; communicate calmly in even the most stressful of situations and dealings with the public.
7. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Heavy (up to 150 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area ranges from an indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting to operating in the temperature and climatic extremes of the Northeastern Illinois area.
3. Protective clothing is required.
4. Employee will wear required special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Employee must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt effective actions.
6. Employee must understand, interpret and apply applicable Federal and State local ordinances, court decisions and Police Department and Village rules and policies.
7. Employee must be work independently and effectively within the confines of standing operating procedures.
8. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
9. Employee must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

**JOB TITLE:** Investigator

**DEPARTMENT:** Police

**CLASSIFICATION:** Non-Exempt – FOP Union

**IMMEDIATE SUPERVISOR:** Detective Sergeant

**SUMMARY:**

A Police Officer assigned or detailed to the Investigations Section operates under the direct supervision of the Detective Sergeant. The Investigations Officer is sworn to enforce all laws and ordinances for which the Wauconda Police Department has responsibility. The Investigations Officer maintains peace and order, protecting lives and property of all persons with the Village of Wauconda. When properly required to act, the Investigator Officer will provide services necessary for the public safety and furtherance of the Departments missions and objectives. The Investigations Officer will take appropriate police actions, within the limits of legal authority, whenever and wherever required. The Investigations Officer will maintain professional decorum and with display a proper attitude in all dealings with citizens, superiors and other Department personnel. The Investigations Officer is expected to understand and comply with the orders, directives, policies, procedures, rules and regulations of the Wauconda Police Department. From time to time the Investigations Officer may be detailed to other specialized duties as required and directed by the Chief of Police and consistent with collective bargaining unit agreements.

**QUALIFICATIONS:**

The Investigations Officer must be a citizen of the United States, either natural or naturalized, age 21 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, with working knowledge of common laws covering traffic and general behavior, ability to react quickly and calmly to any emergency situation, ability to develop skills in the use and care of firearms, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations.

**SPECIAL REQUIREMENTS:**

The Investigations Officer must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the National Level, credit check and, pass drug testing and pre employment physicals. The Investigations Officer must successfully complete basic Police Certification training as specified by the State of Illinois.

### EDUCATION AND EXPERIENCE:

A high school diploma is a minimum educational requirement, with additional educational work at the community or four year accredited college or university is desired, with course work in criminology, psychology, sociology and other studies which further critical thinking, communications and understanding of the population, a minimum of four years experience as a Patrol Officer, demonstrating successful police work.

### HOURS:

Hours are as assigned by the Chief of Police along the established shifts specified by collective bargaining agreements or as required to meet the demands of public safety. Some overtime work is mandatory and may include holidays which are dependent on shift assignment.

### DUTIES:

#### **Essential Functions**

1. Interviews victims and witnesses.
2. Apprehends and interrogates persons guilty of, suspected of, violations of criminal law.
3. Examines crime scenes, including making analyses of evidence; processing of fingerprints and other traces; photographing evidence and crime scenes; serving in advisory capacity to other divisions to assure the proper collection and preservation of evidence; and other crime scene and accident scene investigative duties as required.
4. Secures criminal complaints and warrants of arrest.
5. Investigates worthless document cases.
6. Testifies and presents evidence in court.
7. Recovers stolen property.
8. Assists other jurisdictions as required or directed.
9. Maintains supplies and equipment necessary to the efficient operation of the division.
10. Assists the prosecuting attorney in the courtroom presentation of evidence of criminal cases they have been assigned.
11. Prepares investigative and statistical reports.
12. Prepares case files on reports of patrol officers for the prosecutors' office.
13. Maintains evidence/photographs files.
14. Conducts internal investigations when instructed by the Chief of Police.
15. Maintains control and responsibility for evidence seized by the Department.
16. Assists in the training on new techniques and tools used in the investigation of crime and of the changes in criminal law that may affect operations.
17. Enforcement and inspection of gaming sites and complaints.
18. Performs other duties as assigned to include juvenile officer, School Resource Officer, Dare Program and other details as assigned by the Chief of Police or immediate supervisor.

**Marginal Functions**

1. Represents the Police Department at various neighborhood and Village meetings.
2. Presents information to groups as required.
3. Represents the Department at function, meetings and conferences as assigned by the Chief of Police.
4. Participates in Village employee committees as assigned by the Chief of Police.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to operate effectively during times of high stress.
6. Employee must act rationally; communicate calmly in even the most stressful of situations and dealings with the public.
7. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Heavy (up to 150 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area ranges from an indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting to operating in the temperature and climatic extremes of the Northeastern Illinois area.
3. Protective clothing is required.
4. Employee will wear required special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Employee must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt effective actions.
6. Employee must understand, interpret and apply applicable Federal and State local ordinances, court decisions and Police Department and Village rules and policies.
7. Employee must be work independently and effectively within the confines of standing operating procedures.
8. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
9. Employee must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Patrol Officer

DEPARTMENT: Police

CLASSIFICATION: Non-Exempt – FOP Union

IMMEDIATE SUPERVISOR: Patrol Sergeant Watch Commander

SUMMARY:

A Police Officer assigned to the Patrol Section operates under the direct supervision of the Patrol Sergeant/Watch Commander. The Patrol Officer is sworn to enforce all laws and ordinances for which the Wauconda Police Department has responsibility. The Patrol Officer maintains peace and order, protecting lives and property of all persons with the Village of Wauconda. When properly required to act, the Police Officer will provide services necessary for the public safety and furtherance of the Departments missions and objectives. The Patrol Officer will take appropriate police actions, within the limits of legal authority, whenever and wherever required. The Patrol Officer will maintain professional decorum and with display a proper attitude in all dealings with citizens, superiors and other Department personnel. The Patrol Officer is expected to understand and comply with the orders, directives, policies, procedures, rules and regulations of the Wauconda Police Department. From time to time the Patrol Officer may be detailed to other specialized duties as required and directed by the Chief of Police and consistent with collective bargaining unit agreements.

QUALIFICATIONS:

The Patrol Officer must be a citizen of the United States, either natural or naturalized, age 21 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, with working knowledge of common laws covering traffic and general behavior, ability to react quickly and calmly to any emergency situation, ability to develop skills in the use and care of firearms, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations.

SPECIAL REQUIREMENTS:

The Patrol Officer must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the National Level, credit check and, pass drug testing and pre employment physicals. The patrol Officer must successfully complete basic Police Certification training as specified by the State of Illinois.

EDUCATION AND EXPERIENCE:

A high school diploma is a minimum educational requirement, with additional educational work at the community or four year accredited college or university is desired, with course work in criminology, psychology, sociology and other studies which further critical thinking, communications and understanding of the population.

## HOURS:

Hours are as assigned by the Chief of Police along the established shifts specified by collective bargaining agreements or as required to meet the demands of public safety. Some overtime work is mandatory as with holidays which are dependent on shift assignment.

## DUTIES:

### **Essential Functions:**

1. Patrols assigned area of the Village by car, motorcycle, bicycle or foot to prevent criminal activity in the Village of Wauconda, to include apprehending suspected violators of law, enforcing vehicle and traffic law and showing a police presence as a deterrent to crime.
2. Understands geographic layout of the Village of Wauconda.
3. Responds to all dispatched calls and requests from citizens and establishments within the Village of Wauconda.
4. Responds to and investigates calls for service involving traffic, misdemeanors, felonies, Village, State or Federal offenses, nuisances, as well as other calls which benefit the citizen of Wauconda.
5. Observes for, recognizes and corrects or reports public hazards and inconveniences such as gas leaks, traffic signals and controls, out of service traffic control devices, traffic obstructions and other potential safety hazards.
6. Testify in civil and criminal court on behalf of the Department and the Village of Wauconda.
7. Enforce traffic regulations, observes traffic flow for violations and issues warnings or citations to violators.
8. Controls, regulates and directs traffic, vehicular and pedestrian.
9. Assists disabled motorists.
10. Administers first aid, CPR or use AED to sick or injured persons.
11. Responds to requests for ambulance/fire service and assists as needed.
12. Conducts investigations of traffic accidents, crime scenes, etc, and gather evidence, interviews complainants, witnesses and victims and performs other duties as directed to support investigations.
13. Directs and/or supervise others (civilian and public employees) at the scene of crimes, accidents, disasters, assemblies, etc.
14. Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes including the determination of circumstances and handling/removal of the body and dealing with family, relatives, friends and witnesses.
15. Investigates animal complaints including apprehension and transport of stray or vicious animals.
16. Investigates reports of lost and found property.
17. Investigates reports of missing and found persons.
18. Detains, arrests, transports and process prisoners.
19. Gives counseling to citizens in answer to radio calls or when summoned on the street.
20. Actively participates in training as an instructor or participant.
21. Performs crowd control at parades, festivals and other public events.

22. Conducts undercover and surveillance as directed or required.
23. Serves as a liaison between the court, victim (s), witness (es) and prosecutor, testifying as required to complete the arrest cycle.
24. Write police reports according to Department procedure to include daily activity reports, incident reports and all other required paperwork.
25. Initiates reports and reads and evaluates correspondence and memoranda relative to operational activities and police hazards.
26. Issue summons and serve arrest warrants.
27. Assist other local, county, state, and federal officers as needed or directed.
28. Assist other divisions within the Department.
29. Follows all Department procedures and directives.
30. Maintains licenses and certifications as required.
31. Must be able to perform routine inspection and maintenance on assigned vehicle and equipment.
32. Generally assist persons in distress.

**Marginal Functions**

1. May perform desk duties including answering telephone, work at computer terminal, assisting persons at counter and walk up to the Police Station.
2. Conducts background investigations as required.
3. Attends trainings as required.
4. Develops and maintains required skills and licenses/permits/certifications associated with areas of special instruction, expertise (firearms, breath operator, CPR, evidence tech, Dare Programs, Schools Officer, juvenile law, investigations).
5. Trains new officers and other officers, civilian employees as required.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to operate effectively during times of high stress.
6. Employee must act rationally; communicate calmly in even the most stressful of situations and dealings with the public.
7. Employee must be able to work with senior management team as required to include presentations and attendance at meetings.

**PHYSICAL DEMANDS:**

Sitting	Frequently
Walking	Occasionally
Strength	Heavy (up to 150 lbs.)
Balancing	Frequently
Stooping	Frequently

Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area ranges from an indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting to operating in the temperature and climatic extremes of the Northeastern Illinois area.
3. Protective clothing is required.
4. Employee will wear required special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Employee must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt effective actions.
6. Employee must understand, interpret and apply applicable Federal and State local ordinances, court decisions and Police Department and Village rules and policies.
7. Employee must be work independently and effectively within the confines of standing operating procedures.
8. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
9. Employee must use good safety awareness and judgement in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

**JOB TITLE:** Public Safety Emergency Telecommunicator – Dispatcher

**DEPARTMENT:** Police

**CLASSIFICATION:** Non-Exempt – FOP Union

**IMMEDIATE SUPERVISOR:** Patrol Sergeant Watch Commander or  
Commander Support Services

**SUMMARY:**

The Public Safety Emergency Telecommunicator/Dispatcher is a non sworn employee under the direct supervision of the Patrol Sergeant Watch Commander. This employee is responsible for the operation of the emergency and non emergency telephone system; dispatching all calls for police, fire and ambulance services; transmits over radios necessary information to proper units for officer and public safety. The employee provides assistance to the public who enter the Wauconda Police Station by greeting them at the walk up window. The employee may work one of a number of shifts as assigned and/or agreed to by current collective bargaining agreements. Employee will comply with all established orders, policies, procedures, rules and regulations that govern all operations of the Wauconda Police Department and Dispatch Center.

**QUALIFICATIONS:**

A citizen of the United States, 18 years of age or older. The Public Safety Emergency Telecommunicator/ Dispatcher must have the ability to quickly master the requirements of the operation of a 911 Emergency Call Center, grasp basic police, fire and emergency services operational procedures. The employee must be able to remain calm in dealing with the public, able to gain information and make the decisions on how best to service the caller. This position has at times high stress levels of demands, in which the employee is expected to work calmly and efficiently.

**SPECIAL REQUIREMENTS:**

Employee must pass an extensive medical physical and drug testing. Employee will be subjected to a national police records check. As this position is a public safety sensitive position, expectations of personal conduct, on time attendance, customer service and attention to detail is required for this position.

**EDUCATION AND EXPERIENCE:**

A minimum of a high school diploma or its equivalent is required. Experience in high volume call centers, radio operations and use of automated computer programs is desirable. Bilingual capabilities in Spanish are highly desirable but not required.

### HOURS:

Hours are determined by the Chief of Police operating within the context of the collective bargaining agreement.

### DUTIES:

#### **Essential Functions:**

1. Operate all communications center equipment to include radios, emergency and non emergency telephone systems, computer aided dispatch system, alarm receiving system, video monitoring equipment, teletype device for the deaf, and additional equipment is added to the center.
2. Effectively receive and dispatch with accuracy all calls for service to the proper units and locations.
3. Operate LEADS computer terminal to provide prompt and accurate information for the department.
4. Dispatch appropriate police and/or fire units to investigate emergency and complaint reports.
5. Maintain accurate records concerning status of police and fire units.
6. Monitor and dispatch all alarms received via alarm system to appropriate agency at the required level.
7. Receive and transmit any information called for by police or fire officers with speed and accuracy.
8. Assist persons seeking help at the Public Reception window.
9. Maintain strict radio discipline and comply with all department directives in the transmission of all radio traffic.
10. Properly record all data and records and maintain correspondence logs and data to support sworn personnel.
11. Maintain personal uniform and appearance to meet appearance standards specified by department regulation and directive.
12. Perform all other duties related to the position as specified by the Patrol Sergeant Watch Commander, Commander Support Services or Chief of Police.

#### **Marginal Functions**

1. Periodically check on any prisoners being held in lock up.
2. Attend all assigned trainings.
3. Assist as specified with record and file maintenance.

### PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate needed qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Medium (up to 50 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required, but uniforms are provided.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications to include all dispatch systems.
5. Employee must have ability to make judgments with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Executive Assistant

DEPARTMENT: Police

CLASSIFICATION: Exempt

IMMEDIATE SUPERVISOR: Chief of Police

SUMMARY:

Employee is the executive secretary for the Chief of Police, performing executive level administrative support, liaison, office coordination, word processing and typing, transcription and file maintenance duties. The Executive Secretary to the Chief of Police performs related work in support of law enforcement and public safety within the context of the Village's Police Department mission of providing responsive cost effective and innovative services to the community. Typically works with minimum of supervision in developing the administrative support plan for the Chief and the department. Exercises supervision over all departmental filing, works with all department personnel to ensure reports and files are complete, accurate and filed correctly.

QUALIFICATIONS:

To function in this position the employee needs to have a superior working knowledge of office administration, tact in dealing with sensitive information, with frequent contact with the public, managing calendars of the Chief, Deputy Chief and knowledge of Sergeant Deployment.

SPECIAL REQUIREMENTS:

Employee must be able to successful pass a criminal background check through the Illinois State Police and financial background checks conducted by Human Resources with results of both investigations shared with the individual.

EDUCATION AND EXPERIENCE:

A minimum of a high school diploma or equivalent course work or certificate (GED) is required. Two years of college with demonstrated course work in office administration. Must be a US citizen over the age of 21. Two years of successful performance in related positions, showing/demonstrating competency in desired skill areas. Education and experience can be substituted by a combination of experience, course work and skills.

HOURS:

An exempt position, the Executive Secretary will work establish hours as specified by the Chief of Police.

DUTIES:

**Essential Functions:**

1. Organizes all correspondence for the Chief of Police and Department.
2. Maintains calendar for the Chief and schedules appointments.
3. Processes and publishes reports, answers FOI requests.
4. Receives inquiries and complaints; coordinates with others as necessary to obtain the required information needed and may compose official replies for the Chief of Police signature.
5. Maintains inventories of administrative support materials, orders and stores such materials as needed.
6. Searches files, gathers fact and compiles a variety of data required for the preparation of reports, acts as a liaison between department personnel, duty sections and assigned shifts to insure information is gathered quickly and is accessible when needed.
7. Schedules and coordinates meetings and events, makes travel arrangements and conference arrangements as directed by the Chief of Police.
8. Coordinates clerical work activities, determines work priorities and methods, and participates in interview and selections of clerical staff.
9. Receives visitors, schedules appointments, receive calls and requests for information, open and distribute mail addressed to the Department Personnel.
10. Coordinates activities to ensure timely submission of documents or information that may be required of several personnel in several shifts.
11. Types drafts and finished documents of a variety of materials from written or verbal instruction on items that are extremely sensitive in nature.
12. Prepare reports where information may be gathered from several sources or may be difficult to organize and compile; searches records and provides factual data from information on files.
13. Composes a variety of letters and correspondence for the Chief and Deputy Chief of Police as required.
14. Provides clerical support as required.
15. Assists as directed by the Chief of Police in areas of LEADS and CADS training programs/certification.
16. Performs other duties as required.

**Marginal Functions**

1. Assists in answering phones.
2. Provides assistance as needed to help complete clerical functions and support major projects.
3. Provides clerical support as required or directed by the Chief of Police.
4. Covers as required or specified to ensure inquiries and resident questions are routed to the specific department or answered as appropriate.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate personal discipline qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with department heads as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently
Feeling	Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

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**I have reviewed and understand my job description.**

\_\_\_\_\_  
*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

\_\_\_\_\_  
*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Lake Safety Officer

DEPARTMENT: Police

CLASSIFICATION: Summer and Winter Seasonal

IMMEDIATE SUPERVISOR: Patrol Sergeant

SUMMARY:

The Lake Safety Officer (LSO) is assigned to the Lake Safety Unit and operates under the supervision of the assigned Patrol Sergeant. The LSO is a seasonally appointed position which is deployed during a normal boating season on Bangs Lake beginning on or about May 1 and ending on or about October 15.

The primary mission of the LSSO is to promote safety and educate boaters as to State of Illinois law, regulations and statutes and Village ordinances related to the safe operation of watercraft and water recreation activities in and around Bangs Lake and waters considered part of Bangs Lake. The LSO is charged with protecting life and property of persons of users of Bangs Lake. When properly required to act the LSO will provide the necessary services required for public safety in accordance with State law, Village ordinance and Department regulation, policies and procedures.

The LSO shall collect and process fees according to Department cash collection procedures for boat and recreational vehicle license and/or fee.

Ancillary to mission related duties, the LSO will take proper police actions, within the specified legal authority, whenever necessary in the performance of assigned duties. As required the LSO may be detailed to assist other agencies and jurisdictions that are consistent with the duties and requirements of the position.

The LSO is expected to understand and comply with orders, directives, rules, and regulations of the Wauconda Police Department.

QUALIFICATIONS:

The LSO must be aged twenty-one years. A working knowledge of applicable State laws, regulations and statutes, Village ordinances is required. The LSO must have the ability to act calmly, quickly and decisively in emergency situations, render safety assistance as required and possess solid communication skills in speaking and in writing.

The LSO must understand basic customer service and develop solid working relationships with owners and operators of watercraft or winter recreational equipment, marina owners, and proprietors of establishments on Bangs Lake. The LSO must be able

to develop and maintain proficiencies in use of less-than-lethal compliance and defense devices and unarmed self defense.

The LSO must be proficient in the use of Department watercraft, understand procedures for the rescue of victims in a watercraft or distressed persons in the water. The LSO must follow all safety requirements established for safe operation of the Department equipment.

A working knowledge of Bangs Lake and the waters considered to be part of Bangs Lake is helpful.

#### SPECIAL REQUIREMENTS:

The LSSO must have a valid state driver's license; pass a rigorous and detailed background check and investigation to include records at a national level, credit check; pass a pre-employment physical and drug screen; display a level physical fitness required to perform assigned duties and required of twenty hours of seasonal training before becoming qualified to patrol the Bangs Lake department training. The LSO must be a proficient swimmer and understand the seasonal rescue techniques needed to patrol Bangs Lake. The LSO must demonstrate safe operation of patrol boat for summer operations and use of snow mobile and/or all-terrain vehicle(s) for winter patrol. The LSO must demonstrate the ability to operate safely in the extremes of any season.

#### EDUCATION AND EXPERIENCE:

- A minimum of a high school education or program awarding the equivalent of high school diploma with additional course work desired.
- One year of experience in dealing with the public in enforcement, inspection, investigation, or customer service is preferred.
- Experience in enforcing municipal codes is desirable.

#### HOURS OF DEPLOYMENT:

Shift assignments are made by the supervising Sergeant of the LSO program.

#### ESSENTIAL DUTIES:

1. Patrol Bangs Lake and adjacent bodies of water within the corporate limits of the Village of Wauconda by boat, vehicle, or on foot in the summer and by snow mobile, all terrain vehicle or on foot in the winter to prevent / detect criminal activity and to help ensure safety of persons, with specific emphasis of education of state laws and local ordinances related to seasonal recreation regulations; and
2. Understand the terrain and geography of the Village of Wauconda, Bangs Lake and adjacent waterways; and
3. Respond to calls for service related to seasonal recreation areas and assists patrol officers handling calls on or around bodies of water within the village; and
4. Respond to and investigate calls for service related to boating and water regulations including watercraft operation, winter recreational activities, and criminal activity, Village, State or Federal offenses, nuisances, as well as other calls as directed; and

5. Observe, recognize, and correct or report public hazards and inconveniences such as disabled watercraft, items interfering with safe navigation and operation of watercraft and missing or improperly placed signs, markers or buoys, and other potential safety hazards; and
6. Monitor safe operation, correct or report public hazards and inconveniences during the winter season; and
7. Testify in civil and criminal court on behalf of the Department and the Village of Wauconda; and
8. Enforce all seasonal water related regulations, observes traffic flow and usage, issue warnings or citations to violators; and
9. Control, regulate and direct watercraft traffic and operation; and
10. Assist disabled watercraft occupants and other persons in need of assistance; and
11. Administer CPR, first aid, or uses an AED to assist sick and injured persons; and
12. Respond to calls requests for ambulance/fire services and assists as needed.\ ; and
13. Conduct investigations of watercraft collisions, accidents, or other casualty involving watercraft and creates reports related to those investigations; and
14. Direct and/or supervise others (civilian and public employees) at the scene of crimes, accidents, disaster, assemblies, etc.; and
15. Investigate and enforce complaints and violations related to fishing regulations, including both State and local laws, issuing citations or warnings; and
16. Investigate reports of lost and found property on and surrounding bodies of water within the Village, completing reports, property sheets, or other documentation as necessary; and
17. Assist with retrieving abandoned, inoperable, or unattended watercraft and other seasonal equipment; and
18. Interact with citizens in a friendly and courteous manner and counsels citizens in answer to radio calls or when summoned; and
19. Actively participate in training as an instructor or participant; and
20. Assist with performing crowd control at parades, festivals or other public events; and
21. Serve as liaison between the courts, victim(s), witness (es) and prosecutor, testifying as required to complete the arrest cycle; and
22. Writes reports according to Department procedure to include daily activity reports, incident reports and all other required paperwork; and
23. Initiate reports and reads and evaluates correspondence and memoranda relative to operational activities and police hazards; and
24. Issue summonses where appropriate; and
25. Assist other local, county, state, and federal officers as needed or directed; and
26. Assist other divisions within the Department; and
27. Follow all Department procedures and directives; and
28. Maintain licenses and certifications as required; and
29. Inspect and maintain assigned vehicle(s) and equipment; and
30. Generally assist persons in distress; and
31. Conducts safety inspections of watercraft in accordance with applicable state and local laws; and

32. Properly and accurately handle monies related to payments for safety inspections and accounts for all monies received related to such activities, completing associated and related documentation of these activities; and
33. Perform additional functions related to lake safety as directed by shift Sergeant and Chief of Police; and

ADJUNCT DUTIES:

1. Attend training as required; and
2. Develop and maintain required skills and licenses/permits/certifications as required; and
3. Any other duty as assigned by supervisors, managers, administrators.

PSYCHOLOGICAL CONSIDERATIONS:

1. LSO should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. LSO must demonstrate leadership qualities to perform required work.
4. LSO must be able to function in a sometimes fast and ambiguous environment.
5. LSO must be able to operate effectively during times of high stress.
6. LSO must act rationally and communicate calmly in even the most stressful of situations and dealings with the public.
7. LSO must be able to work with senior management team as required to include presentations and attendance at meetings.

PYHSICAL DEMANDS:

- |               |                        |
|---------------|------------------------|
| 1. Sitting    | Frequently             |
| 2. Walking    | Frequently             |
| 3. Strength   | Heavy (up to 150 lbs.) |
| 4. Balancing  | Frequently             |
| 5. Stooping   | Frequently             |
| 6. Kneeling   | Frequently             |
| 7. Crouching  | Frequently             |
| 8. Reaching   | Frequently             |
| 9. Handling   | Frequently             |
| 10. Fingering | Frequently             |
| 11. Feeling   | Frequently             |

ENVIRONMENTAL CONSIDERATIONS

1. LSO must park in exposed parking lot with potential of walking ¼ mile.
2. LSO general work area ranges from an indoor, smoke-free, open office environment with controlled temperature and fluorescent lighting to operating in the temperature and climatic extremes of the Northeastern Illinois area, with a majority of work time being spent outdoors.
3. Protective clothing is required.
4. LSO will wear required special equipment as directed.

**COGNITIVE CONSIDERATIONS:**

1. LSO must have the ability to follow directions and communicate in English verbally and in writing.
2. LSO must be able to read and understand materials printed in English.
3. LSO must possess time management and organization skills to effectively perform his/her job.
4. LSO must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. LSO must be able to observe analytically and objectively, analyze situations quickly, determine and take prompt, effective actions.
6. LSO must understand, interpret, and apply applicable Federal, State and local ordinances, court decisions and Police Department and Village rules and policies.
7. LSO must be able to work independently and effectively within the confines of standing operating procedures.
8. LSO must have ability to make judgments with respect to confidentiality of information and problem solving.
9. LSO must use good safety awareness and judgment in all aspects of the position.

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**I have reviewed and understand my job description.**

\_\_\_\_\_  
*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

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*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Part Time Community Service Officer

DEPARTMENT: Wauconda Police Department

CLASSIFICATION: Part Time, Non-Exempt

IMMEDIATE SUPERVISOR: Patrol Sergeant/ OIC

SUMMARY:

Personnel assigned to Community Service Officer (CSO) shall at times perform the duties necessary and proper to insure that life and property are protected. The CSO will maintain professional decorum and will display a proper attitude in all dealings with citizens, superiors and other Department personnel. The Community Service Officer is expected to understand and comply with the orders, directives, policies, procedures, rules and regulations of the Wauconda Police Department. They shall perform other duties as may be prescribed by a superior. They shall respect all rules and regulations, policies and procedures, general and special orders as well as verbal directives applicable to the position. The position entails working in an outside environment in all weather conditions during the year, which at times can be extreme.

QUALIFICATIONS:

The CSO must be a citizen of the United States, either natural or naturalized, age 18 or above. A working knowledge of the street layout and population patterns of the Village of Wauconda, the ability to react quickly and calmly to an emergency situation, ability to drive an automobile safely and efficiently, ability to maintain fitness requirements in compliance with Department rules and regulations is required. The CSO needs the skills and abilities to be punctual and present at required times to perform duties and requirements associated with the position. The employee must have the ability to deal with people of a variety of ages and backgrounds. Good judgment and vision are essential to performing the tasks related to this position. The employee must be able to handle flexible hours.

SPECIAL REQUIREMENTS:

The CSO must have a valid recognized State Drivers License, ability to pass a rigorous background check to include checks at the national level, credit check and pass drug testing and pre-employment physicals. The CSO must successfully complete a basic training program as specified by the Department.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent work showing completion of accepted high school accredited work (GED). Experience in radio operations and use of automated computer programs is desirable. A bilingual capability in Spanish is highly desirable but not required.

## HOURS:

Hours are assigned by the Chief of Police as required to meet the demands of public safety. Some overtime work is mandatory such as holidays which are dependent on shift assignment. Employee may be required on short notice to perform duties in the event of a closing or emergency situation.

## DUTIES:

### **Essential Functions:**

1. Regular and predictable attendance at scheduled and non-scheduled hours of work.
2. Performs safety sensitive duties in providing safe crossing of streets and public ways with the Village of Wauconda when a crossing guard is needed.
3. Be alert to potential dangerous situations and exercise good judgment in providing direction and action/ reporting to coworkers and the general public.
4. Responds to and initiates incidents involving animals and animal control. Enforces the applicable animal control ordinances through use of warnings, ordinance violation tickets and public education. Responsible for the care and maintenance of all animal control equipment.
5. Responds to and initiates incidents involving parking related violations on private parking areas and public streets.
6. Patrols the lake during boating season as directed for the Bangs Lake Safety Unit. Assists boaters and others who utilize the lake, conducts watercraft inspections and completes requisite forms. Performs routine maintenance on the Department watercraft.
7. Assists police officers with traffic control and performs other traffic control as assigned. Takes traffic crash reports that occur on private property that do not involve injury. Assists the public with motorist assist incidents as directed.
8. Responds to non-criminal, non-threatening complaints and requests for service, such as: lost property, abandoned autos, automobile lock-outs and other incidents as directed.
9. Assists in the inspection of the Police facility, equipment and Department vehicles as directed.
10. Assists the Department with other tasks which may include but is not limited to: traffic surveys, package/ message delivery, facility maintenance, bond transmittal delivery, snow and ice removal from the Police facility and other such duties.

### **Marginal Functions:**

11. May be called upon to assist the Administrative or Records section as directed for filing, recording, processing, inputting or documentation.
12. May be called upon to testify in civil and criminal court on behalf of the Department and Village of Wauconda.
13. Attends training as required.
14. Develops and maintains required skills and licenses/ permits/ certifications as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate leadership qualities to perform required work with little or no direct supervision.
4. Employee must be able to function in a sometimes fast and ambiguous environment and to operate effectively during times of high stress.
5. Employee must be able to act rationally and communicate calmly in the most stressful of situations and dealings with the public.
6. Employee must be able to work with senior management as required to include presentations and attendance at meetings.

PHYSICAL DEMANDS:

Sitting	Frequently
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot.
2. Employee general work area ranges from an indoor, smoke-free open office environment with controlled temperature and fluorescent lighting to operating in the temperature extremes of the area, with a majority of work time being spent outdoors.
3. Protective safety vest, hand sign signaling device and rain gear, and other protective clothing may be required based on weather conditions. Wear/ use of special equipment as directed.

COGNITIVE CONSIDERATIONS:

1. Must have the ability to follow directions and communicate in English verbally and in writing.
2. Must be able to read and understand materials printed in English.
3. Must possess time management and organization skills to effectively perform the job.
4. Must possess computer skills including proficiency on automated equipment and programs necessary to complete tasks.
5. Must be able to observe situations analytically and objectively, determine and take prompt and effective actions.

6. Must understand, interpret and apply applicable laws and ordinances and Department and Village rules and policies.
7. Must be able to work independently and effectively within the confines of standing operating procedures.
8. Must have ability to make judgment with respect to confidentiality of information and problem solving.
9. Must use good safety awareness and judgment in all aspects of the work involved in this position.

The Village of Wauconda is an equal opportunity employer and follows the guidelines established by the Equal Opportunity Act, Fair Labors Standard Act and the American with Disability Act.

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**I have reviewed and understand my job description.**

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*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

\_\_\_\_\_  
*Date*

**Village of Wauconda  
Job Description**

JOB TITLE: Records Clerk

DEPARTMENT: Police

CLASSIFICATION: Non-Exempt – FOP Union

IMMEDIATE SUPERVISOR: Executive Assistant

SUMMARY:

The position involves clerical assignments, data entry and the processing and filing of reports for the Police Department. The employee is required to handle sensitive information and legally protected documents as required by law and must have the ability to perform job duties with a high degree of tact and discretion in dealing with confidential materials and actions.

QUALIFICATIONS:

The employee must demonstrate abilities in data entry, keyboarding, filing and handling confidential documents, to include written and verbal reports all in accordance with prescribed regulation, directive or ordinance.

SPECIAL REQUIREMENTS:

The employee must be able to pass a job related physical, extensive criminal background through the State of Illinois. The employee must be over 21 years of age and a US citizen either born or naturalized.

EDUCATION AND EXPERIENCE:

A high school diploma or equivalent work demonstrating competency in writing and be able to clearly communicate and understand the English language. The employee must have knowledge of modern office practices and procedures, working knowledge of computers, word processing, data management and electronic file management. Three years experience in a police department environment is desirable, but a combination of school, skills and experience can be accepted for the position.

HOURS:

Hours are as determined by the Chief of Police or his designated supervisor.

DUTIES:

**Essential Functions:**

1. Process and file all reports including incident, offense, arrest, juvenile, traffic accident reports, tickets, supplements, and other miscellaneous documents.
2. Handle, sort and distribute incoming mail, process outgoing mail.

3. Handle requests for reports, accidents, etc. from the general public by phone, mail or in person; handle requests by attorneys, States Attorney, and other law enforcement agencies for record checks and subpoenas.
4. Process parking tickets, enter traffic, non-traffic, warning and parking tickets in computer file management program, locate and/or pull tickets and file numerically.
5. Enter criminal history information and court dispositions into computer file management system.
6. Update sex offender registration file.
7. Process Freedom of Information requests.
8. Perform routine record and file maintenance and daily backup procedures to insure no loss of data or files using the computer management information system.
9. Complete end of month statistics and distribute accordingly.
10. Handle requests and copies for older records found on microfilm or written data sheets.
11. Notification of court appearance for victims and/or witnesses.
12. Handle other tasks as required to ensure the proper function of the position in support of the department.

**Marginal Functions**

1. Perform reception duties as receptionist as required.
2. Answer telephones outside the 911 telecommunications system.
3. Assists the Department's Executive Secretary as required with special reports or inquiries.
4. May be required to assist in presentations given by the Department.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative working qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with senior department officials as required to include assisting in presentations and attendance at meetings.

**PHYSICAL DEMANDS:**

Sitting	Frequently
Walking	Occasionally
Strength	Light (up to 20 lbs.)
Balancing	Occasionally
Stooping	Occasionally
Kneeling	Occasionally
Crouching	Occasionally
Reaching	Occasionally
Handling	Frequently
Fingering	Frequently

Feeling

Occasionally

ENVIRONMENTAL CONSIDERATIONS:

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is indoors, in a smoke free, open office environment with controlled temperature and fluorescent lighting.
3. Protective clothing is not required.

COGNITIVE CONSIDERATIONS:

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.
4. Employee must possess computer skills including proficiency in word processing, spreadsheet and database applications.
5. Employee must have ability to make judgements with respect to confidentiality of information and problem solving.
6. Employee must use good safety awareness and judgement in all aspects of the position.

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**I have reviewed and understand my job description.**

\_\_\_\_\_  
*Employee Name*

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*Employee Signature*

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*Date*

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*HR Signature*

\_\_\_\_\_  
*Date*