



BOARD OF POLICE COMMISSIONERS

VILLAGE OF ROUND LAKE BEACH, ILLINOIS

Equal Opportunity Employer

MAYOR
RICHARD H. HILL

COMMISSIONERS
RALPH UNRATH
ANNMARIE PRYDE
MITCH BIENVENUE

INSTRUCTIONS FOR APPLICATION, TESTING PROCESS & FORMS

1. Return this application, **with a recent passport photo attached**, either in person or by mail with \$25.00 non-refundable processing fee to Board of Police Commissioners, 1947 Municipal Way, Round Lake Beach, IL 60073, by **Monday, September 5, 2016.** Applications received after that date *will be returned unopened.* ***ALL APPLICANTS MUST BE 21 YEARS OF AGE AND SHALL BE UNDER 35 YEARS OF AGE AT THE TIME OF HIRE.*** All Applicants must have a High School Diploma or equivalent.
2. When mailing back the application, **include the two forms marked "RETURN WITH APPLICATION," as well as a PASSPORT PHOTO AND A COPY OF YOUR BIRTH CERTIFICATE OR NATURALIZATION PAPERWORK.** If this is not included your application will be rejected.
3. You must bring the "**Certification of Physical Fitness**" form, signed by a licensed physician. **No one will be allowed to participate unless this form is properly executed and returned as specified.**
4. The physical agility test will begin at 7:30 a.m. on **Saturday, September 10, 2016,** at the Round Lake Beach Cultural & Civic Center, 2007 Civic Center Way, Round Lake Beach, IL 60073. Check in will start at 7:00 a.m. **There will be a brief orientation prior to the physical agility test. You are welcome to bring your spouse, friend or parent(s).** However, they may not remain for the physical agility test or the written exam. Be sure to dress comfortably and wear gym shoes for the testing. You must also be prepared to run outside in inclement weather. Copies of the requirements are included for your information.
5. All candidates will continue the testing process with the written test. The written test will be held at the Round Lake Beach Cultural & Civic Center, 2007 Civic Center Way, Round Lake Beach, IL following the physical agility test. There will be a brief break between the physical agility test and the written exam. Applicants must pass subsequent oral, psychological, polygraph and physical examinations; failure to do so will be sufficient cause for rejection of an applicant at any time during the testing process. Unsuccessful Applicants may reapply during any subsequent testing cycles.
6. Study guides will be available at a cost of \$4.00 each. The study guides can be picked up at the Round Lake Beach Police Department.

If you have questions, please contact the Commission Board via
BOFPC@RLBEACH.ORG



BOARD OF POLICE COMMISSIONERS

VILLAGE OF ROUND LAKE BEACH, ILLINOIS

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PHOTO HERE
Max. 2"x 2"
Min 1"x 1"

Round Lake Beach Police Department

Application for Employment

INSTRUCTIONS: Fill out this application completely and accurately. If your application is made out properly, it may increase your chances of employment. All statements in your application are subject to verification. Incorrect statement(s) will bar or remove you from employment. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" (does not apply) if the question does not apply.

1. Name: (Last) (First) (Middle)			2. List any other names, aliases you have used, or been known by (include maiden name if applicable).	
3. Home Address (No. Street, City, State, Zip & County)			4. Home Phone:	5. Signature of applicant
			4a. Cell Phone:	
			4b. Work Phone:	

6. With whom do you live at the above address? List Full Names & Relationship:

7. Date of Birth (Month/Day/Year):

___/___/___

8. Are you a U.S. Citizen? YES _____ NO _____
(If "YES": ___ Native Born ___ Naturalized)

8a. In what languages other than English are you fluent?

9. List every member of your immediate family who are still living (include father, mother, sisters & brothers).

Name	Relationship	Address	Occupation

10. Are You: ___ Single ___ Married ___ Separated ___ Widowed ___ Divorced
If Divorced or Separated, list name(s), address, phone #. of ex-spouse(s):

EDUCATION

11. List the various schools you have attended & other information requested.

Name & Address of School (Include City, State, & Zip Code)	No. Of Years Completed	Date(s) Attended	Graduate		Average Grade
			Yes	No	
Grammar Schools:					
High Schools:					
College or University:	No. Credits Earned	Major/Minor	Full Time	Part Time	Degree(s) Attained
Business College(s):					
Junior College(s):					

12. Have you ever been expelled or suspended from any school? YES NO if "Yes" Explain:

13. List any other education not listed above:

14. Can you operate an automobile? YES NO

15. Do you possess a valid driver's license? YES NO Driver's License No.: _____

If "Yes": Date of Expiration: ___/___/___ State of Issuance: _____

15a. Have you ever possessed a driver's license from another State? YES NO If YES State ___ Year ___ / ___

16. Has your license ever been suspended or revoked? YES NO

17. Has your license ever been placed on probation? YES NO If "Yes" Explain:

RESIDENCES

18. List your addresses for the last ten years, starting with your present address.

From (Mo/Yr):	To (Mo/Yr):	Address of Residence	City, State, & Zip Code

19. Do you own or are you buying your home:

___ YES ___ NO

If "Yes" Give Location: _____

20. Do you own or are you buying other real estate?

___ YES ___ NO

If YES Give Location: _____

CRIMINAL HISTORY

21. Have you ever been convicted of a crime? ___ YES ___ NO

DATE: ___ / ___ / ___

If "Yes" Explain: _____

22. Have you ever been placed on probation? ___ YES ___ NO

If "Yes" Explain: _____

23. Have you ever been required to pay a fine in excess of \$100.00? ___ YES ___ NO

If "Yes" Explain: _____

24. Have you ever been a victim of a crime? ___ YES ___ NO If "Yes" Explain: _____

24a. Was the crime reported? ___ YES ___ NO If "Yes" Explain: _____

25. Have you ever been fingerprinted by another police agency other than for an arrest? ___ YES ___ NO

If "Yes" Explain: _____

ACQUAINTANCES

26. List three adults, not related to you & not former employers or references, which are friends, fellow students, or fellow workers. (List only persons who you have seen frequently during the past year.)

<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>
<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>
<p>Name:</p> <p>Address, City, State, & Zip</p> <p>Business Address, City, State, & Zip</p> <p>In what capacity do you know this person?</p>	<p>Home Phone:</p> <p>Business Phone:</p>

Military Service

27. Have you ever served in a Military Organization in the U.S.? ___YES ___NO

If Yes what Branch? _____

28. What was your Service Serial No.? _____

28a. Name of last Commanding Officer

Name(s) _____

Location: _____

29. Highest Rank Held? _____

30. Rank At Discharge? _____

31. Date Of Discharge? _____

32. Type Of Discharge? _____ Honorable _____ Dishonorable _____ Other

33. Are you now or were you ever a member of the National Guard or a Reserves Unit?

_____ Yes _____ No If yes, date service will end _____

34. List any disciplinary action taken against you during your service in the military:

34a. Have you ever been denied entry into any military branch? ___Yes ___No If Yes Explain:

EMPLOYMENT HISTORY

35. Have you ever applied at another Police Department? ___Yes ___No

If "Yes" Explain:	Agency:	Approx. Exam Date:	Pos. on List:	Status:

36. List all jobs that you have held for the last fifteen years, including periods of unemployment. Put your present or most recent job first. Include military service, in proper time sequence & temporary or part-time jobs.

1.	Employer's Name and Address:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position)	Reason For Leaving: Name & Title of Supervisor:
2.	Employer's Name and address:	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
3.	Employer's Name and address:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include exact title or position):	Reason For Leaving:
4.	Employer's Name and Address:	Name & Title of Supervisor
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:
5.	Employer's Name and Address	Name & Title of Supervisor:
	Phone No.: ()	Type of Business
	From (Date) To (Date)	Monthly Salary:
	Explain what your duties were (include Exact title or position):	Reason For Leaving:

37. Indicate by number any employer you do not wish us to contact: _____

38. Explain your reason for applying for this position: (Please use continuation sheets if needed) _____

39. REFERENCES

Fill in below the names of five adults not related to you and not former employers, who have known you for a period, preferably more than five years. All persons to whom you refer may be contacted to appraise your character, ability, personality, and other qualities.

1	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
2	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
3	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
4	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known
5	Name	Address		Home Phone	
	Business Address	Occupation	Business Phone		Years Known

40. Person(s) to be notified in case of an emergency

Name	Address	Home Phone	Relationship
Name	Address	Home Phone	Relationship

Financial Data

41. Do you presently hold any active or silent controlling interest in any company? ___Yes ___No If Yes

Explain: _____

42. Do you now, or have you ever had any wage garnishment of your salary? ___Yes ___No. If Yes

Explain: _____

43. Have you ever had any collections or liens against you? ___Yes ___No. If Yes

Explain: _____

44. Do you have any judgments or other credit matters pending? ___Yes ___No. If Yes

Explain: _____

45. Have you ever had any real or personal property repossessed? ___Yes ___No. If Yes

Explain: _____

46. Have you ever filed or declared bankruptcy? ___Yes ___No? If Yes

Explain. _____

Public Safety Contact

47. Have you ever been arrested as a Juvenile or Adult, no matter whether you were convicted? ____ Yes ____ No

If Yes Explain: _____

48. Are you or have you ever been, regardless of the way the incident was resolved?

A. Charged with any offense by any Law Enforcement Authority? ____ Yes ____ No If Yes

Explain: _____

B. On bail or personal recognizance or other conditional release form court ordered custody?

____ Yes ____ No If Yes

Explain: _____

C. On Probation? ____ Yes ____ No If Yes Explain: _____

D. On Parole? ____ Yes ____ No If Yes Explain: _____

E. A plaintiff, defendant, or respondent in any civil court action? ____ Yes ____ No If Yes Explain:

Electronic Social Network Websites

Email Address _____(required)

1. Do you have a MySpace? ___YES ___ NO

Screen Name _____

2. Do you have a Facebook Page? ___YES ___ NO

Screen Name _____

3. Do you belong to any other type of Social Network Website(s)? ___YES ___ NO

If YES Please List and describe:

I hereby certify that there are no willful misrepresentations, or falsifications in this application, and all my answers are true and correct to the best of my knowledge and belief.

Print Name

Signature in full

Date



BOARD OF POLICE COMMISSIONERS
Village of Round Lake Beach, Illinois

Equal Opportunity Employer



Police Officer Application Information / Check List

The following items are **REQUIRED** to be eligible to participate in the testing of Entry Level Police Officer position for the Village of Round Lake Beach, Illinois.

If you do not have these properly completed forms, you will not be eligible to participate.

- Application packet completed in full.** (RETURN WITH APPLICATION)
- Recent passport photo of candidate. (Size max 2" x 2" min 1"x 1").** (RETURN WITH APPLICATION)
- Test result waiver** (RETURN WITH APPLICATION)
- \$25 non-refundable processing fee. (If not paid at time of receipt of application).**
- Release/Authorization – must be notarized** (RETURN WITH APPLICATION)
- Certification of physical fitness, signed by a physician.** (BRING TO ORIENTATION)
- Physical agility release of liability waiver.** (RETURN WITH APPLICATION)

The following items will be required to proceed in the hiring process. It is best to attach these items to your application to avoid disqualification for an incomplete application.

- Copy of high school diploma, or equivalent - **REQUIRED**
- Copy of birth certification or naturalized paperwork - **REQUIRED**
- Copy of military discharge (DD214), if applicable.
- Copy of college transcripts, if applicable.

All applications are to be **printed or typed in black ink and legible**. If writing space is not sufficient, use the continuation sheet at end of application and identify question number. If question Does Not Apply use **"DNA."**

- All forms must be **COMPLETED IN FULL** (Including signatures and witnesses.)
- All **required** forms must be turned in **prior** to testing date.

RETURN WITH APPLICATION



BOARD OF POLICE COMMISSIONERS
Village of Round Lake Beach, Illinois

Equal Opportunity Employer



PHYSICAL AGILITY TEST

RELEASE OF ALL LIABILITIES

The undersigned, recognizing that the Physical Agility Test is an integral part of the examination process for the position of patrol officer in the Village of Round Lake Beach, Illinois, hereby releases, remises, and discharges the Village of Round Lake Beach, Illinois, a municipal corporation, the Round Lake Beach Police Department, the testing agency contracted to do the test, their officers, servants, agents and employees of and from any and all injuries, losses, and damages to my person shall have been caused, or may at any time arise as a result of certain police examination conducted by the Round Lake Beach Police Department.

The intention hereof being to completely, absolutely, and finally release said Village of Round Lake Beach, Illinois, a municipal corporation, the Round Lake Beach Police Department, the testing agency contracted to do the test, their officers, servants, agents and employees of any from any and all liability arising wholly or partially from the cause aforesaid.

Name (print)

Signature

Date

Witnessed by:

Date

RETURN WITH APPLICATION



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Village of Round Lake Beach, Illinois

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TEST RESULT WAIVER

I, _____, understand that all tests and the results thereof become the property of the Village of Round Lake Beach Police Commission and are not subject to review.

I further understand that falsifying any information on my application is sufficient cause for elimination from any further consideration in the overall examination process.

I hereby agree to abide by all Rules and Regulations of the Board of Police Commissioners of the Village of Round Lake Beach during the giving of any examination and after the examination as well as during any probation period I might be appointed to or as a regular member of the police department.

These rules are available for me to read at the police department.

Signature

Date

Witness

Date

RETURN WITH APPLICATION



**VILLAGE OF ROUND LAKE BEACH BOARD OF POLICE COMMISSIONERS
AUTHORIZATION / RELEASE
Equal Opportunity Employer**



TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Round Lake Beach Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position of police officer. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Round Lake Beach Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Round Lake Beach Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Round Lake Beach Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kinds, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Round Lake Beach Police Department regardless of any agreement I may have made with you previously to the contrary. The Round Lake Beach Police Department will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Round Lake Beach Police Department's acceptance and processing of my application for employment, I agree to hold the Village of Round Lake Beach, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Round Lake Beach Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Round Lake Beach Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of two years from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____

Name (Printed) _____

Address _____

Telephone _____

Date of Birth _____

Social Security No. _____

Date _____

Notary Public _____

RETURN WITH APPLICATION

HOW WILL PHYSICAL FITNESS BE MEASURED?

The Physical Fitness Test Battery consists of 4 basic tests.

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is important area for performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in the inches reached on a yardstick with 15 inches being at the toes.

2. ONE (1) MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups performed in one minute.

3. ONE (1) REPETITION MAXIMUM BENCH PRESS

This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is a ration of weight pushed divided by body weight.

4. 1.5 MILE RUN

This is a timed run to measure the heart and vascular systems' capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

MINIMAL PHYSICAL FITNESS PERFORMANCE REQUIRMENT CHART

Test	MALE Age				FEMALE Age			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Sit & Reach	16.0"	15.0"	13.8"	12.8"	18.8"	17.8"	16.8"	16.3"
1 Minute Sit Up	37	34	28	23	31	24	19	13
Maximum Bench Press	.98	.87	.79	.70	.58	.52	.49	.43
1.5 Mile Run	13:46	14:31	15:24	16:21	16:21	16:52	17:53	18:44

Position Description

Position Title: Police Officer (aka Patrol Officer)

DUTIES

The Police Officer performs approximately 108 essential functions that are fundamental job duties for this position. There are approximately forty-one other important functions that may or may not be performed every day, yet the Police Officer must be able to perform these duties as needed. There are numerous other miscellaneous duties that are not done frequently and therefore have not been listed.

Essential Patrol Functions:

- Drive motor vehicle under non-emergency conditions
- Respond to calls
- Drive motor vehicle under emergency circumstances
- Patrol assigned area in a vehicle
- Search persons, vehicles and places within constitutional limits
- Transport prisoners
- Make checks of various types of premises
- Check schools, playgrounds, parks, recreation centers
- Check condition/status of assigned patrol equipment
- Warn offenders in lieu of arrest or citation
- Assist elderly or disabled persons
- Evacuate persons from dangerous areas
- Administer first aid
- Escort vehicles or persons

Important Patrol Functions:

- Respond to and resolve animal complaints
- Patrol assigned areas on foot
- Advise vehicle owners to remove abandoned vehicles
- Identify ownership of lost animals
- Check businesses for compliance with licensing requirements
- Capture or rescue animals

Essential Traffic Functions:

- Follow suspicious vehicles
- Enforce traffic and parking laws and ordinances
- Investigate traffic accidents and aid the injured
- Request emergency assistance for accident
- Identify owner of vehicle involved in accident
- Issue parking or traffic citations
- Locate witnesses to accidents
- Administer roadside sobriety test
- Check vehicles for proper registration
- Assist stranded motorists
- Direct traffic using barriers, flares, hand signals and traffic vest
- Collect physical evidence from accident scenes and maintain chain of custody
- Issue citations for non-traffic offenses
- Control, regulate & direct traffic, vehicular and pedestrian
- Remove hazards from roadway
- Arrange for obtaining blood/urine samples for sobriety test
- Operate Breathalyzer test apparatus, if certified by IL State Police

Important Traffic Functions:

- Measure skid marks

- Plan traffic patrol tactics
- Manually push a stalled motor vehicle

Essential Arrest/Apprehension Functions:

- Identify and apprehend offenders
- Handcuff suspects or prisoners
- Conduct frisk and pat down
- Advise persons of constitutional rights
- Use deadly force when necessary
- Seize contraband
- Check individual making bond for wants or warrants
- Fingerprint suspect

Important Arrest/Apprehension Functions:

- Organize and conduct photo or station-house lineups within constitutional limits
- Participate in raids

Essential Physical Functions:

- Maintain firearm proficiency
- Clean and inspect weapons
- Sit or stand for long periods of time
- Subdue and arrest a resisting/attacking individual
- Encounter resistance during an arrest or in an emergency
- Encounter an armed suspect
- Recover weapon from suspect who gives it up voluntarily
- Perform an evasive maneuver to recover weapon from suspect
- Walk up and down flights of stairs
- Run fast for a short period of time to apprehend a suspect
- Run to person requiring emergency assistance
- Run a distance of under 50 yards
- Climb over obstacles such as fences, shrubs, ditches
- Climb over obstacles lower than six feet
- Run a distance of over 50 yards
- Walk for long periods of time
- Lift, pick up and/or carry injured/deceased person
- Jump down from elevated surfaces
- Pull self up over obstacles

Important Physical Functions:

- Force entry into buildings
- Lift, pick up and/or carry heavy objects or equipment
- Climb through small openings (e.g., windows)
- Physically push large/heavy objects
- Pull self through openings
- Drag injured/deceased person
- Run for a long period of time
- Carry an unconscious person unassisted
- Crawl in confined areas (e.g., attics)
- Run about one mile

Essential Investigative Functions

- Investigate suspicious persons or vehicles
- Investigate accidents
- Investigate crimes against persons and property
- Review information on criminal activity in area
- Locate witnesses to crimes
- Search crime scenes for physical evidence and maintain proper chain of custody
- Collect and preserve evidence and maintain proper chain of custody
- Search premises or property
- Secure accident, crime and disaster scenes
- Make judgments regarding probable cause for warrantless searches pursuant to the laws and legal precedent
- Interrogate suspects
- Diagram crime and accident scenes
- Document chain of custody for evidence
- Recover and inventory stolen property
- Search for missing persons
- Check stolen status on property through computer network
- Investigate complaints of drug law violations
- Transport property or evidence
- Conduct surveillance of individuals/locations
- Process crime scene, fingerprints, accident scene, etc.
- Estimate value of stolen or recovered goods
- Review crime lab reports, records to aid investigation
- Trace stolen goods

Important Investigative Functions:

- Examine dead bodies
- Conduct background investigations

Essential Communications Functions:

- Provide accurate oral descriptions
- Participate in meetings with other officers (roll call)
- Talk with people to establish rapport
- Exchange information with other law enforcement officials
- Explain complaints to offenders, victims and witnesses
- Mediate family disputes
- Interact and work with citizens
- Comfort emotionally upset persons
- Conduct interviews
- Advise victims, witnesses and offenders on legal procedures
- Refer persons to agencies providing social services
- Contact higher-level supervisors regarding problems

Important Communications Functions:

- Conduct parent-juvenile conferences
- Contact lower level supervisors regarding problems
- Make presentations to groups

Important Community/Public Relations Functions:

- Participate in community meetings (e.g. neighborhood watch, block parties)

Essential Court Functions:

Testify in cases or hearings

- Read and review reports and notes for court testimony
- Confer with prosecutors or city attorney
- Testify in criminal and civil court cases
- Present evidence in legal proceedings

Essential Planning/Organizing Functions:

- Plan/Organize daily workload
- Perform special duties as assigned by superiors

Essential Paperwork Functions:

- Write reports

Important Paperwork Functions:

- Review daily activity (patrol activity) reports
- Write memos
- Review and sign reports to ensure completeness and accuracy
- Review child abuse reports

Important Training Functions:

- Train other personnel and new officers

Essential Administrative Functions:

- Determine whether incidents are criminal or civil matters.
- Make judgments regarding arrest/release of suspects/offenders based on objective criteria set out in the laws and legal precedents
- Initiate procedures to place minors in protective custody
- Serve subpoenas and search/arrest warrants
- Inform other units of major incidents

Important Administrative Functions:

- Request assistance from other agencies
- Deal with barricade/hostage situations
- Direct assisting officers or public service personnel
- Conduct or supervise searches of property to insure compliance with constitutional principles
- Supervise police activities at incident scenes
- Dispatch personnel to secure information, make arrests, etc.
- Discuss job performance individually with subordinates
- Oversee and assist with accident reconstruction
- Direct and evaluate probationary police officers on patrol