

Village of

University Park



Joseph E. Roudez III
MAYOR

Dorothy R. Jones, MMC
VILLAGE CLERK

BOARD OF TRUSTEES

Shirley A. Bolding
Theaplise Brooks
Donzell Franklin
Sonia Jenkins-Bell
Karen Lewis
Janelle D. McFadden

James H. Ellis
Village Treasurer

Elizabeth Scott
VILLAGE MANAGER

**Police and Fire
Commissioners**

Ed Bradley
Lani Brown
Roosevelt Martin
Donald Patrick
John White

03/03/2023

Position Details:

The Board of Fire and Police Commissioners for the Village of University Park are now accepting applications for the position of Lateral Hire Police Officer and Part-Time Officers.

Recruiting is being conducted for an immediate need to hire (4) full time officers and 4 part-time.

The University Park Police Department's mission is to provide the community with professional police services in a partnership with the citizens while respecting the rights and dignity of all persons. They demonstrate their commitment in protecting and serving their citizens while providing the quality of life identified for a safe and growing village.

Applications available at:

<https://www.university-park-il.com/>

Applications will be online for **(Until positions are filled)**

All applications must be returned to the office of:

The Board of Fire and Police Commissions
Village of University Park Village Hall
44 Town Center Dr.
University Park, IL 60484-2788

4 University Park Lateral Police Officer Positions and 4 Certified Part-Time Positions

All individuals meeting eligibility requirements are encouraged to apply.

All applications are subject to the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of University Park, which is an Equal Opportunity Employer.

Please submit your application with a cover letter, resume and three (3) references to: Village of University Park Police and Fire Commissioner Edward Bradley, Lateral Police Officer **OR** Part-Time Police Officer Search-2023, 44 Town center Drive, University Park, Illinois 60484 or email: ebradley@university-park-il.com

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LATERAL POLICE OFFICER JOB DESCRIPTION

Founded in 1967 as a planned community, University Park was designed for quality of life. University Park boasts a championship golf course, a 30-acre lake, a community pool, one of the largest industrial parks in the state of Illinois and is home to Governor State University-a 4-year University.

University Park is a pleasant place to live. We feature a broad mix of housing from single family residential to condominium, and apartment complexes. The Village features hiking trails and winding walking and biking paths. Quality education, affordable homes, and a close-knit, active community also make University Park a good place to raise a family.

University Park's strategic location is just 30 miles south of Chicago's downtown loop area and is a key factor in its economic development potential and will continue to be so in the years ahead. The Village is served by multiple nearby interstate highways which allows for the combination of rural beauty and easy accessibility.

General Purpose

This is a full-time non-exempt civil service position. This position performs police patrol, investigation, traffic regulation, and related law enforcement activities.

Essential Duties and Responsibilities

- Patrols designated areas of the Village, either in whole or in part, during an assigned shift, to preserve law and order, to prevent and discover the commission of crime, and to enforce Federal, State, and Village of University Park laws and regulations.
- Answers calls and complaints involving traffic accidents, domestic situations, robberies, and other misdemeanors, disturbances, and felonies; takes necessary police action
- Observes, reports, and acts on conditions conducive to crime and danger; checks buildings for security; observes residences, schools, sports fields, banks, and vacant areas; checks suspicious persons and vehicles
- Serves and enforces civil process issued by the courts to include restraining orders, orders for protection, no contact order, anti-harassment orders, and subpoenas
- Issues infractions and citations, makes arrests, transports persons taken into custody, or takes other action as appropriate under the circumstances.
- Conducts investigation assignments of suspected illegal activity or follow-up investigations of criminal cases. May also be called upon to conduct specialized investigations.
- Collects and documents evidence and requests lab analysis as appropriate
- Reports traffic hazards and directs pedestrian and vehicular traffic flow when necessary or directed
- Disburses unruly crowds; enforces vehicle operation and parking regulations; issues warnings, notices of infraction, or citations as appropriate; responds to emergency calls including hazardous waste spills, bomb threats, and a wide variety of other calls
- Determines the nature of a call, investigates the circumstances, and takes any necessary and prudent action. May call for assistance of supervisors if necessary.
- Takes command at scene of crime or accident; administers first aid and requests medical aid as necessary; takes statements and interviews victims and witnesses; examines situation; records vital information regarding causes and circumstances
- Performs community liaison activities; educates the public about crime prevention; provides general information on law and ordinances; explains process of filing a formal complaint, the extent of police patrols, and alternatives available to citizens

Village Hall • 44 Town Center Drive • University Park, Illinois 60484-2708
(708) 534-6451 • Fax (708) 534-3430 • Website: www.university-park-il.com

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- Directs citizens to appropriate authorities as necessary; participates in crime prevention and other community action programs to promote citizen awareness and education.
- May be called upon to provide or assist in other functions related to the duties and functions of Police Officer, such as drug awareness education, training management, crime prevention, scouting programs,
- Serves arrest and search warrants and transports persons in police custody.
- Prepares and writes a variety of reports and records, such as, but not limited to, reports on incident or arrest, calls for service, property impoundment, accidents, offenses, damages to property, field interviews, and results of investigations; Testifies in court as needed for cases
- Attends meetings, seminars, and other training classes to maintain current up-to-date knowledge of criminal and civil laws, as well as technical skills to remain proficient in the performance of duty
- Assures that all equipment used in the performance of duty is clean, maintained, and operating properly
- Maintains working relationships with surrounding police departments, Sheriff's Department, State patrol, and relevant community service agencies to assure an accurate and timely flow of information as related to day-to-day duties and activities
- Trains new personnel in geographical and cultural characteristics of the city and the general methods and procedures to use in the proper execution of police officer duties
- Provides non-emergency assistance to people in need.
- May be required to provide services and assistance to Jailers, Animal Control and Records Clerk as needed.

Minimum Qualifications General

- Must be over 21 years at the time of employment; with at least 2 years' experience as a full time sworn officer
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State.
- Must have no felony convictions and be of good moral character described in State Statute 65 IL 5/10-2.1-6
- Must be a U.S. citizen.
- Must be able to read and write the English language effectively; And complete all phases of testing
- Must reside within a (30) mile radius of the University Park Village Hall within 1 year of employment date
- Ability to meet the Department's physical standards.
- Ability to furnish upon request, State of Illinois Certification by the Illinois Law Enforcement Training and Standards Board with no more than 40 hours of training; a copy of the following: a resume'; professional licenses; training certificates; documents confirming work experience; birth certificate; high school diploma or GED Certificate; transcripts of higher learning; military service board and discharge papers (DD-214);employee evaluations; any other employment related material as requested or required.

Starting pay for this position \$55,331 full-time 40+hours. Please submit your application with a cover letter, resume and three (3) references to: Village of University Park Police and Fire Commissioner Edward Bradley, Lateral Police Officer Search-2023, 44 Town center Drive, University Park, Illinois 60484 or email: ebradley@university-park-il.com

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PART-TIME POLICE OFFICER JOB SPECIFICATIONS

CLASS TITLE: Police Officer- Part-Time	RATE of PAY: 16.08/hr.
DEPARTMENT: Police	PART-TIME: Hours Vary
REPORTS TO: Police Chief	
AFSCME: Non-Exempt	
DATE: 03/03/2023	

JOB SUMMARY

Under the direction of the Police Chief or designee, the part-time Police Officer is responsible for the patrol of designated Village areas, traffic control functions, preliminary investigations, and related activities for the detection, prevention, and suppression of criminal activity and enforcement of all applicable Federal, State, and Local laws and ordinances; may serve as evidence technician, breath analysis operator, or taser operator.

ESSENTIAL JOB FUNCTIONS

- Serves as a visible deterrent to crime and remains alert of possible criminal activity.
- Checks business establishments, dwellings, and other buildings to ensure security of same, checks signs of illegal entry, and investigates suspicious activities and situations.
- Operations of radar control equipment, enforcement of municipal parking regulations, and issuance of citations to violators of the Illinois Vehicle Code on Village streets
- Investigate traffic accidents; summons ambulance and/or towing assistance as needed and safely clear accident scene; interviews participants and witnesses; completes accident forms.
- Secure crime scenes, notifies superior of the need for assistance, investigative staff, or and evidence crew as necessitated; assists in interviewing of principals and canvas the neighborhood.
- Apprehend suspects and make arrests; transport arrested persons to the police facility for booking and temporary incarceration; performs booking functions following established procedure; interrogates arrested suspects and prepare necessary reports.
- Investigates complaint calls of a potentially non-criminal nature to include domestic disputes, reports of missing persons, civil disturbances, and nuisances; and assess for appropriate action.
- Aids allied law enforcement agencies and fire department in emergency situations.
- Prepare thorough and detailed records, reports, and logs, including necessary forms and documentation.
- Apply modern law enforcement theory and techniques.
- Perform other duties as assigned.

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MINIMUM QUALIFICATIONS

Knowledge Of:

- The care and use of firearms, tasers and other police equipment
- Functions and interrelationships of law enforcement jurisdictions

Skills in:

- Following direction, carrying out specific orders, and being very detailed in written reports
- Exercising sound judgement and discretion in policy matters, while being tactful
- Responding to emergency situations quickly, appropriately, and decisively

Ability to:

- Establish and maintain effective working relationships with staff, elected officials and the public.
- Qualify with firearms; testify in court accurately and succinctly; and possess vehicle license.
- Pass physical strength and agility requirements.
- Conform to the Police Department's mandatory bullet proof vest wear policy (12 hours)
- Work in inclement weather
- Run, squat, climb and perform other rigorous activity that the job duties may require.

EDUCATION AND EXPERIENCE:

- Must have Certified Law Enforcement Training
- Must be 21 to 35 years of age, in good moral standing, and no felony convictions.

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