



ALTON POLICE DEPARTMENT LATERAL LEVEL POLICE OFFICER

\$76,754.00

After 1 year probation period & without Education Incentive

- Longevity Pay based on years of experience up to 14%
 - Education Incentive Pay up to 8.75%
 - Paid Vacation with 84 hours within the first year
- 12 Paid Holidays, Comp Time, Sick Time, and Court Time off
 - Full Family Medical/Dental/Optical Insurance
 - Pension/Retirement Investment Options
 - Tuition Reimbursement
 - Career Advancement Opportunities
 - Variety of roles within the department including K9, Detectives, Traffic, Street Crimes, FTO, SWAT, and Task Forces
- Residency: Illinois - Madison, Jersey, Macoupin, St Clair;
Missouri - St Louis, St Charles.

www.cityofaltonil.com

Equal Opportunity Employer



CIVIL SERVICE COMMISSION
Alton, Illinois
Job Description
Lateral Police Officer – Police Department

JOB SUMMARY

The Police Officer has the responsibility for general police work in the protection of life and property through the enforcement of laws and ordinances. Work involves general police assignments, including field patrol, preliminary complaint and criminal investigation, traffic control, and accident investigation duties in a designated area on an assigned shift. Duties involve an element of personal danger and require that employees act without direct supervision and exercise independent judgment in meeting emergencies. Assignments could include investigative work in plain clothes as an investigator. After the probationary period, duty assignments are performed in accordance with established rules and regulations. General instructions are received from a superior officer who reviews work methods and results through reports, personal inspections, and discussions.

JOB RESPONSIBILITIES

- Patrols a designated City area to preserve law and order.
- Answers calls and investigates complaints, disturbances, and reported criminal activities; answers calls involving fires, automobile accidents, robberies and related misdemeanors and felonies.
- At crime scene gathers evidence, obtains witnesses, makes arrests; prepares investigative data and case information for prosecution; testifies as a witness in court.
- Investigates accidents; provides first aid to injured; takes safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; takes necessary preventive or corrective measures.
- Performs traffic control duties; operates radar traffic control unit; apprehends violators and issues traffic tickets; directs traffic at intersections.
- Investigates family disputes; public disturbances; makes arrests or resolves minor problems directly; prepares complaint and investigation reports.
- Performs extended criminal investigation work under the direction of a superior officer; checks for business license violations; serves legal papers.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to take emergency courses of action.
- Good general intelligence and emotional stability with the ability to understand and carry out oral and written instructions; and able to write and speak effectively.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent or an honorable discharge from active service in Armed Forces, in addition to two years prior full-time police experience within the last 12 months.
- Residency: Establish and maintain principle domicile within the counties of: Illinois – Madison, Jersey, Macoupin, St Clair; Missouri – St Louis, St Charles.
- Valid Driver's License
- Applicants must provide documentation that they have fulfilled the requirements of the Illinois Police

Training Board to be certified with no more than 40 hours of additional training required by that Board for certification.

- An accredited police academy certification from another state must be approved by the Illinois Police Training board to qualify.
- Physical: Vision (in both eyes) not impaired more than 20/60 correctable to 20/20, and normal color perception, proven by appropriate tests.
- No physical disability or limitation which would prohibit the performance of assigned duties.
- Applicants must meet the physical, mental and psychological requirements of the position; and shall be required to maintain good physical condition so they can handle the strenuous physical contacts often required of a law enforcement officer.
- Must successfully complete a twelve (12) month probationary period.
- A comprehensive background investigation will be completed by the Alton Police Department.

Job Title: Lateral Police Officer
Department: Police
Reports To: Police Chief
Status: Full Time/PBPA-Patrol Union
FLSA Status: Non-Exempt/Hourly
Updated: May 2022

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be constructed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level or difficulty.