BOARD OF FIRE AND POLICE COMMISSIONERS
VILLAGE OF MOKENA

~~~~~~

Patrol Officer Application / Fact Sheet May 2012

VILLAGE OF MOKENA - OVERVIEW

- Located in Frankfort & New Lenox Townships, Will County, Illinois
- Encompasses a geographic area of approximately 10 square miles.
- The Village was officially incorporated in 1880.
- The Village Hall is located at 11004 West Carpenter Street
- The Village's form of government includes a Village President, Board of Trustees and Village Administrator.
- The Board of Fire and Police Commissioners is responsible for the recruiting, testing, and appointing, promotion; discipline and discharge of the Village's full-time sworn police personnel.
- The latest census results indicated:
  - Population of 18,740
  - 6,585 Households.
  - A median age of 38.9
  - 92% of residents 25 and older are high school graduates or higher
  - 18.4% of residents 25 and older have a bachelor's degree or higher
~~~~~~

MOKENA POLICE DEPARTMENT - OVERVIEW

- Police Headquarters building is located at 10907 W. Front Street (19400S - 10900W).

- The Mokena Police Department has authorized staffing of 30 full-time sworn officers, and 5 civilian personnel holding either full or part-time status.

- Patrol Officer Requirements include, but are not limited to:
  - Age: Minimum – 20 yrs. of age (Must be 21 yrs. of age at time of appointment), Maximum – under 35 years of age (See ILCS 5/10 2.1 6 and 14)
  - Education: Minimum of an Associate Degree from an accredited college or university.
  - Citizenship: United States.
  - Driver Qualifications: Valid Driver's License from state of residency at time of appointment.
  - Successful completion of all examinations, background investigation, medical evaluation, and training.

- The Department operates on three 8-hour watches. Officers are required to work a 6-On, 2-Off work schedule. Watch rotations occur on a quarterly basis. The watch rotations are selected annually by seniority, with each Patrol Officer not working more than 9 months on any one of the 3 common watches.

- The probationary period is 18 months in duration, beginning from the officer's date of hire.

- Within 1 year of the completion of the probationary period officers are required to establish residency within a 25-mile radius of the Police Headquarters building.

- Patrol Officers (probationary & non-probationary) are permitted to engage in off-duty employment with the approval of the Chief of Police and pursuant to Department Policy.

- The International Brotherhood of Teamsters, Local 714, Law Enforcement Division represents Patrol Officers.

MOKENA POLICE DEPARTMENT - BENEFIT PACKAGE

- Starting Salary (July 2011) $49,381

- Health insurance option of either PPO or HMO coverage. Premiums for either PPO or HMO are paid 90% by the Village of Mokena for both individual and family coverage plans. Either plan also includes Dental Insurance with premium costs absorbed by the Village. (*The funding structures of these benefits are subject to change, based upon the financial status of the Village*).

- Employee benefits include a Life Insurance Policy in the amount of $30,000. The Village pays the premiums for this policy. (*The funding structure of this benefit is subject to change, based upon the financial status of the Village*).

- Officers are provided with three (3) Personal Days off with pay, to be used within the calendar year.

- The following are official paid holidays for all full-time officers:

New Year's Eve	Thanksgiving Day
New Year's Day	Friday after Thanksgiving
Memorial Day	Good Friday
Independence Day	Christmas Eve
Labor Day	Christmas Day

- Paid vacations are provided to Officers according to the following schedule:

After (12) months of service	1 week
At the beginning of the (2nd) calendar year of service	2 weeks
At the beginning of the (3rd) calendar year of service	3 weeks
At the beginning of the (10th) calendar year of service	4 weeks
At the beginning of the (20th) calendar year of service	5 weeks

- Officers are provided with fifteen (15) sick days per year, with a maximum accrual of one hundred five (105) sick days.

MOKENA POLICE DEPARTMENT - BENEFIT PACKAGE (continued)

- Officers desiring to improve their job skills and ability, pertinent to their position with the Village, may make a request to the Village for financial assistance for college, university or technical school courses, correspondence courses and other training schools. If course assistance is granted, the Village may pay the entire or partial tuition costs and/or the cost of the books and materials, as determined by the Village Administrator prior to the employee's enrollment in the course. (*The funding structures of these benefits are subject to change, based upon the financial status of the Village*).

- Due to the fact that the Village can suffer substantial detriment if any employee should take employment elsewhere during a period of time two (2) years following their participation in the educational incentive program; employees who participate in such a program will pay the Village liquidated damages, and not as a penalty, a sum indicated within the **TRAINING AGREEMENT** which all employees are required to execute. **The TRAINING AGREEMENT also covers the costs associated with BASIC POLICE RECRUIT TRAINING.**

- Full-time sworn police officers of the Mokena Police Department may contribute to the Mokena Police Pension Fund, which is affiliated with the Illinois Police Officers Down State Pension Fund.

- Officers starting on the Police Department are provided with uniforms and equipment (**EXCLUDING** duty weapon). In order to maintain a professional image for the Village and the Police Department provided uniform and equipment items are replaced through a Quartermaster System at that discretion of the Chief of Police or his designate.

MOKENA POLICE DEPARTMENT - SUMMARY OF BASIC FUNCTION

The Mokena Police Department is the division of Mokena municipal government that is responsible for the protection of life and property. This responsibility is accomplished through community-based methods including problem identification, communication with the residential and business communities, and more traditional methods such as the enforcement of laws and ordinances.

The Chief of Police is the primary administrative officer of the Department, responsible for the compiling and administering of the Department Budget, formulating policies and procedures, and formulating, implementing and communicating new programs and philosophies to the Department’s personnel. The Chief reports on a direct basis to the Village Administrator.

A Commander assists the Chief with the management of the Department and the implementation and communication of new philosophies. The Commander serves as the senior operating officer of the Department, overseeing the day-to-day functions of the Police Department. In addition to serving as Acting Chief of Police in the Chief’s absence, the Commander also prepares the monthly work schedule and assist with completion of the Department’s payroll.

The Sergeants (5) are the Department's first-line supervisors who assist the Patrol Officers under their Supervision in reaching out to the community, providing direction to Patrol Officers, and establishing a rapport with the residential and business segments of the community through a variety of community-based policing programs.

The Detectives (2) are responsible for a variety of duties which include conducting comprehensive investigations of criminal offenses and traffic crashes that result in serious injury or death, forwarding reports and information to the State’s or Village Attorney’s Offices, serving arrest warrants, subpoenas or summonses, and investigating offenses involving children.

The Department Secretary and Customer Service Representatives provide the support function of the Department. They are responsible for walk-in customer service and the administrative and clerical tasks that are generated daily. Females assigned to these positions serve on an as needed basis as Matrons, providing male officers with assistance when dealing with female prisoners.

MOKENA POLICE DEPARTMENT - SUMMARY OF BASIC FUNCTION (continued)

Through it's community-based policing philosophy the Department actively solicits requests for police service from the citizens of the Village and looks to the community to assist with setting a portion of the Department's agenda, deploys police officers for non-emergency interaction with the community, and expects the line-level police officers to identify and attempt to remedy problems within the community.

During Fiscal Year 2012 (July 2011 through June 2012), the Mokena Police Department will be staffed by a minimum of thirty five employees. Of these, 30 will hold sworn full-time status holding state certifications that are issued by the Illinois Local Governmental Law Enforcement Officers Training Board. The remaining employees of the Department are civilian personnel consisting of clerical staff and crossing guards.

The Police Department provides the following services within the corporate limits of the Village on a 24-hour per day, 365-day per year basis:

·*Crime Prevention, through community awareness and education programs;*
·*Arbitration of neighborhood and family disputes;*
·*Apprehension and prosecution of law and ordinance violators;*
·*Preventative patrols of the community; and*
·*Traffic law enforcement.*

Each work shift is staffed with a Watch Commander (Commander or Sergeant) who provides back-up, supervisory assistance and guidance to the Patrol Officers; who are assigned specific patrol beat areas.

BOARD OF FIRE AND POLICE COMMISSIONERS
VILLAGE OF MOKENA
~~~
~~~

MOKENA POLICE DEPARTMENT - MISSION STATEMENT

The Police Department of the Village of Mokena is comprised of a group of professional sworn and civilian personnel, who as a whole are **committed** to the protection of life and the safeguarding of property within the Village.

The Department's personnel perpetually utilize **creativity** to seek varied and modern methods to identify criminal activity, and apprehend criminal offenders within the Village; in order to prosecute the offenders and negate the opportunity for the criminal element to practice their trade.

The individual members of the Department are cognizant of the fact that we live in an endlessly **changing** environment, and are therefore dedicated to expanding their professional and personal horizons through continual education.

The members of the Mokena Police Department understand that adverse situations play a role in many of their encounters with the public and therefore **compassion** must be exhibited to both victims and offenders alike.

The dedication of the members of the Mokena Police Department to the charges of this declaration will ultimately yield a magnification of the quality of life for those who elect to live, work, or raise a family within the Village of Mokena.

July 2010

MOKENA POLICE DEPARTMENT – Patrol Officer Job Description

SHIFT: Varied/Rotating DEPARTMENT: Police
LOCATION: Field/Police Station GRADE: N/A
REPORTS TO: Watch Commanders, Chief of Police

SUMMARY: Responsible municipal law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Patrols the Village in a patrol car; prevents and discovers commission of crime; apprehends criminals and offenders; enforces vehicle and traffic laws; makes police presence known in a manner that contributes to the deterrence of law violations.

Answers calls and radio complaints involving automobile accidents, misdemeanors; felonies; conducts accident investigations and criminal investigations at the scenes of crimes; administers first-aid to persons; gathers evidence; locates and questions witnesses; interrogates suspects; writes citations and makes arrests as required by circumstances; testifies as a witness in court.

Checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public; checks doors and windows and examines premises of unoccupied buildings or residences in order to detect any suspicious conditions; gives information and provides assistance to motorists and the public; operates intoxilzyer and speed detection equipment.

Picks up, records, stores, and maintains property and evidence; records and files traffic citations; notifies officers, victims, and witnesses of court dates; records court dispositions.

On an assigned basis, may serve as the range master, operating the police firing range; develops shooting courses designed to improve shooting skills; instructs and scores fellow officers.

On an assigned basis, serves as a juvenile officer; investigates offenses involving juveniles; works with runaway and abused children, parents, schools, the County, and other agencies; completes initial and follow-up reports.

MOKENA POLICE DEPARTMENT – Patrol Officer Job Description (continued)

On an assigned basis, serves as field training officer; patrols with recruits and instructs officers on local police procedures; evaluates officers during their probationary period.

Performs related work as required.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Associates Degree (AA), or greater

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, and business correspondence. Ability to effectively present information and respond to questions from other employees of the organization, and the general public.

MATHEMATICAL SKILLS:
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money, weight measurement, and distance.

REASONING ABILITY:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:
Valid Illinois Driver's License.

Successful completion of basic law enforcement officers training program prescribed by the State of Illinois.

MOKENA POLICE DEPARTMENT – Patrol Officer Job Description (continued)

OTHER SKILLS and ABILITIES:
Knowledge of modern police practices or methods.

Knowledge of departmental procedures, rules, and regulations.

Knowledge of applicable federal, state, and local laws and ordinances; including laws of arrest, search and seizure.

Ability to deal firmly and courteously with the public.

Ability to analyze situations quickly and objectively, and to take proper courses of action.

Ability to establish and maintain effective working relationships with others.

Skill in the use of firearms and such other regular and special equipment as may be assigned.

Ability to operate an automobile with standard equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MOKENA POLICE DEPARTMENT – Patrol Officer Job Description (continued)

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and risk of radiation.

The noise level in the work environment is usually loud.