



ORIGINAL

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 136

A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
JOB DESCRIPTION: OFFICER, AND ALL MATTERS RELATED
THERE TO

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Job Description: Officer ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Job Description: Officer that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Job Description Officer will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Job Description: Officer known as General Order No. 4.16.8, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Job Description: Officer for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 4.16.8 for Job Description: Officer be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

SECTION THREE: That General Order No. 4.16.8 established herein replaces and supersedes all other Police Department Standard Operating Policies, Procedures and General Orders related to Job Description: Officer as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 24th DAY OF JULY, 2017,
BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN
OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:



Rode Hejl, Chairperson

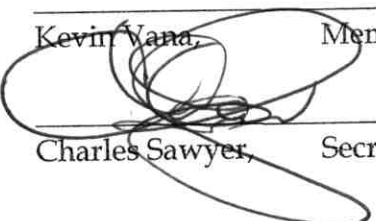


Paul Haluska, Vice-Chairperson

Robert Long, Member



Kevin Vana, Member



Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 4.16.8

Job Description:

Officer

Effective:

TITLE: Job Description

OFFICER

APPLICATION: Line

INTRODUCTION: The Officer rank has four (4) sub-categories: Probationary Officer is a newly hired officer serving a probationary period of at least one (1) year, during the first year of employment. After successfully completing one year of probation, the Officer may become an Officer 2nd Class during the second year of employment. In the third year of employment, an Officer may become an Officer 1st Class, the highest distinction within the Officer rank. The fourth (4) Officer category is Reserve (volunteer) Officer.

MINIMUM QUALIFICATIONS:

1. Standards, Skills and Knowledge:
 - a. Job Standards: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
 1. High school diploma or GED.
 2. At least 21 years of age and not more than 36 years of age.
 3. Possess or be able to obtain a valid Indiana Driver's License.
 4. Associates Degree in Criminal Justice, Business Administration or other law enforcement related curriculum.
 5. Successful completion in the St John Metropolitan Police Department Police Officer selection process.
 6. Must successfully complete the basic training requirements of the Indiana Law Enforcement Training Board as amended from time to time and
 7. Must successfully pass a physical agility assessment and medical testing and examinations as required by the Indiana Public Employee Retirement Fund (PERF).
 - b. Skills:

1. Ability to handle confidential information in a sensitive manner.
 2. Ability to analyze situations and adopt a quick, effective and reasonable course of action during stressful, emotional and/or physically taxing situations.
 3. Ability to take initiative with little direct supervision.
 4. Ability to write clear, accurate, factual and concise reports.
 5. Ability to read, understand and interpret ordinances, laws and other operational procedures.
 6. Excellent critical thinking skills, including but not limited to: make observations and remember pertinent facts; question witnesses and obtain pertinent information.
 7. Excellent oral/interpersonal communication skills, including but not limited to: mediation of conflict; tact, diplomacy and professionalism when dealing with members of the public; empathy and sensitivity to victims of crime, etc.
 8. Ability to handle stressful, hostile or irrational persons, whether due to physical or mental impairments, drugs, controlled substances, alcohol or other factors.
 9. Basic mathematical skills.
 10. Ability to maintain intense concentration and alertness during stressful situations, particularly when preceded by extended periods of relative low stress or monotony.
 11. Excellent and safe driving techniques under emergency and non-emergency conditions.
 12. Must be of good moral character.
- c. Knowledge:
1. Proficiency with PC's specifically mobile data units, computer software and applications.
 2. Knowledge of state, federal laws and Town ordinances.
 3. Knowledge of Town geography and boundaries.
 4. General knowledge of office equipment, including a fax machine, copier, telephone, calculator and shredder.
 5. Knowledge of tools and equipment used in the law enforcement profession.
 6. Proficiency with firearms and with physical defense techniques to defend self and others.

DUTIES AND RESPONSIBILITIES

1. The Patrol Officer shall serve such hours of duty as prescribed by the Chief of Police. Under the direction of the Corporal/Sergeant, performs law enforcement and crime prevention services for the safety and protection of life and property in the St. John community. Preserves

peace, order, safety, conflict resolution and educates the St. John community. Also performs investigative work in preparation for arrests and/or criminal prosecution.

2. Interprets, and enforces municipal, state and federal regulations, codes, laws or ordinances for the protection and education in assigned areas of the Town.
3. Responds to immediate calls for service in the answering of complaints, including handling "walk-in" complaints. Conducts uniformed preventative patrols in a "twenty-four hour a day, seven days a week" environment.
4. Conducts preliminary investigations of crimes and completes appropriate reports, including, but not limited to: major crimes; traffic; theft, personal/familial and neighborhood disputes/assaults; intoxication; residential/commercial security alarms; etc.
5. Prepares and completes supplementary reports related to complaints and investigations.
6. Makes determination to arrest and processes arrested subject(s), which includes but is not limited to: searching and/or seizing persons, vehicles and/or property; collecting, preserving and processing evidence; interviewing victims/witnesses/suspects; transporting offenders; testifying in court proceedings; etc.
7. Identifies and corrects safety hazards around public roadways, including but not limited to: crash analysis, accident investigations; assisting stalled motorists or disabled vehicles; directing and controlling traffic; providing information on hazardous street conditions (e.g. non-working traffic signals, visibility during blizzards, flooded roadways, etc.), impounding vehicles, checking vehicle registration, issues traffic citations, etc.
8. Acts as a partner with citizens, neighborhood groups, school systems, and business community, in the resolution and identification of problems. This may include but is not limited to: referrals to other agencies; welfare checks; unlocking motor vehicles; education on law enforcement and crime prevention related topics, assisting with animal control related calls, serving subpoenas for Town initiated court proceedings, and delivery of police commission materials.
9. Assists in emergencies, including but not limited to: responding to fire and EMS calls; watching and reporting on potentially severe weather conditions, etc.
10. Inspects and maintains vehicle and all related law enforcement equipment.
11. May be assigned to specialized police responsibilities and or units as needed.
12. May provide direction and oversight to one or more St. John Police Reserve Officers.
13. Establishes and maintains effective working relationships with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
14. Performs other duties as assigned.

CONTROLS OVER POSITION: The Officer is appointed by the St. John Board of Metropolitan Police Commissioners after successful completion of the Officer Applicant selection process, and with the recommendation of the Chief of Police. The Officer is directly responsible to the Corporal.