



Village of Dolton Police Department



Tiffany A. Henyard
Mayor

Robert M. Collins, Jr.
Chief of Police

2021 Dolton Police Department Job Description

Job Title: Patrol Officer

Reports to: Patrol Sergeant/Patrol Lieutenant

Position Summary

Under general supervision, performs basic police patrol duties, traffic control and enforcement, preliminary investigations into criminal and non-criminal activity and related functions involving the safety and protection of life and property. The officer also promotes crime prevention, apprehends criminals, completes written reports, enforces local ordinances, State and Federal laws and regulations within the Village of Dolton.

Qualifications

Must be at least 21 years of age, possess a high school diploma (college education preferred), currently certified as a full-time law enforcement officer, possessing a valid driver's license and a valid Firearms Owners Identification Card (FOID). The applicant must also be a United States citizen with no felony convictions.

Summary Responsibilities

- To respond to dispatched calls within the Village of Dolton, taking necessary actions to resolve disputes and preserve and/or restore the peace as needed.
- To proactively patrol residential streets and commercial property locations.
- To conduct preliminary investigations including interviewing victims, witnesses and persons of interest obtaining demographic information for reports and follow-up investigations.
- To wear and activate department-issued body-worn cameras when dispatched to assigned calls and while interacting with the public, uploading and labeling video evidence upon completion of tours as directed by department policy.
- To identify, pursue, apprehend and assist in the prosecution of persons who violate federal, state and local laws and ordinances.
- To conduct traffic enforcement stops for motor vehicle violations.

- To complete computer-generated written reports for assigned calls for service
- To respond to and complete traffic accident reports.
- To identify and protect all crime-scenes throughout the duration of the evidence collection process.
- To appear and testify in court as needed.
- To punctually attend all roll-call meetings.
- To project and maintain a positive, professional image within the community.