

POSITION ANNOUNCEMENT

17540 W. Laraway Road
Joliet, IL 60433
815.727.8700 • Fax 815.722.3608

Patrol Officer - Part-Time

(Sworn, Law Enforcement Officer, Certified Only)

The Forest Preserve District of Will County is accepting applications for Patrol Officer - Part-Time.

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; to provide a high level of customer service and integrate the community into policing activities; to participate in community-based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of State laws, Conservation laws, and local ordinances in a designated area on an assigned shift or on special assignments. Duties normally consist of routine patrol, preliminary investigation, and traffic regulation which may be performed in squad cars or on foot. The work involves an element of personal danger, and the employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies.

The Patrol Officer-Part-Time position is currently starting at \$25.86 / hour. See attached Job Description outlining duties, skills, abilities, training, experience, and working conditions, or visit www.reconnectwithnature.org for more information. Candidates will need to be able to work weekends, holidays, and a minimum of five shifts per month. **Applications will be available until May 16, 2025.**

Application Procedure: **Do not submit an application online**, please pick up an application at the address below. Applicants will need to either pick up the application or drop it off **in person** and present a valid Driver's License and FOID card. Applications need to be returned by May 16, 2025, by 3:00 pm. A copy of the applicants' Law Enforcement Officer Certificate must be included in the returned application packet to be eligible for the position.

Application pickup:

Nicole Veerman, Police Office Manager
22606 S. Cherry Hill Road, Joliet, IL 60433
815-722-5473 (desk), 815-727-5478 (fax), nveerman@fpdwc.org

Any questions, contact:

Veronica Frausto-Sarwark, HR 815-722-5669 vfrausto@fpdwc.org
Deputy Chief David Barrios Jr. 815-722-9347 dbarrios@fpdwc.org

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Superintendent of Public Affairs, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; comments@fpdwc.org; 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, www.doi.gov.

Bringing People and Nature Together

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**FOREST PRESERVE DISTRICT OF WILL COUNTY
JOB DESCRIPTION**

TITLE: PATROL OFFICER PART-TIME / SWORN
DEPARTMENT: POLICE
FLSA STATUS: NON-EXEMPT
LOCATION: OPERATIONS AND LAW ENFORCEMENT
FACILITY

DATE: MARCH 2025

BASIC FUNCTION

To perform general duty police work in the protection of life and property, enforcement of laws, and investigation of crimes; does related work as required.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Police Sergeant

Supervises:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform a variety of duties involved in the enforcement of laws and prevention of crimes; to control traffic flow and enforce State and local traffic regulations; to participate in and conduct a variety of criminal investigations; to provide a high level of customer service and integrate the community into policing activities; to participate in community-based police activities and programs; and to perform a variety of technical and administrative tasks in support of law enforcement services and activities. The work of this position involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals, and the general enforcement of State laws, Conservation laws, and local ordinances in a designated area on an assigned shift or special assignments. Duties typically consist of routine patrol, preliminary investigation, and traffic regulations which may be performed in squad cars or on foot. The work involves an element of personal danger, and the employee must be able to act without direct supervision and to exercise independent judgment when meeting emergencies.

- Patrols the FPDWC property throughout the county, either on foot, in an automobile, on a bicycle, or an ATV/UTV in a designated area
- Identifies violations of laws and local ordinances
- Participates in the guidance, training, and orientation of new part-time patrol officers and officers in training
- Attends training classes in police methods, first-aid, target practice, and other related duties
- Prepares and develops special reports and documents as requested
- Be able to work afternoons, weekends, and holidays
- Work a minimum of 5 shifts a month unless there is an unforeseen staff shortage in which the minimum will be 8 shifts a month, this would be a temporary "emergency order" put in place until staffing levels are optimal, not to exceed 2 months

KNOWLEDGE, SKILLS AND ABILITIES

- Some geographical knowledge of Will County and the FPDWC properties
- Some working knowledge of the common laws covering traffic and general behavior

- Ability to react quickly and calmly to emergency situations
- Ability to drive an automobile safely and efficiently
- Excellent physical condition
- Ability to pay close attention to audio and visual detail to identify violators and accurately describe crime scenes
- Ability to exercise good judgment to identify violations of the law and handle difficult situations
- Ability to operate vehicles safely for long periods of time and to patrol assigned areas
- Ability to physically subdue resistant violators
- Ability to effectively manage stressful situations
- Ability to document results of investigation to provide accurate descriptions of events
- Ability to proficiently use firearms
- Ability to perform physically demanding tasks such as climbing stairs and/or ladders, chasing fleeing suspects, lifting and carrying an injured person, etc.
- Other duties as assigned
- Serve as liaison and public relations officer for the assigned area; establish and preserve good relationships with the general public; develop reliable informants and provide intelligence information to divisional and/or departmental personnel
- Build and maintain positive working relationships with co-workers, other District and County employees, and the public using principles of good customer service
- Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations

TRAINING AND EXPERIENCE

Education: High School Graduate or GED equivalent

Requirements:

- U.S. Citizen
- Must be 21 years of age at the time of appointment
- High School Graduate or GED equivalent
- Possess a valid driver's license with good driving record
- Specialized training or college-level coursework in law enforcement, criminal justice, or a related field is highly desirable. Some work experience that demonstrates a general aptitude for police work is desirable.
- Illinois Law Enforcement Certification

WORKING ENVIRONMENT AND CONDITIONS

Environment: Reactive emergency, natural or man-made disaster, and routine peacekeeping environments with travel from site to site; work in intense life-threatening conditions; exposure to dangerous persons, firearms, and communicable diseases; the employee regularly works near moving mechanical parts; regularly exposed to outside weather conditions and wet and/or humid conditions; possibility to work in high, precarious places; exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.

Physical: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and maintain balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or more heavy weights; operate law enforcement and general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; ability to operate firearms, knife and handcuffs see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

The conditions herein 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 job functions.

PAY RANGE, ANNUAL SALARY, AND BENEFITS

Pay range: n/a

Starting Salary: \$25.86 / hour

Schedule: Part-Time

Benefits: Sick time and vacation in accordance with the employee handbook, option to purchase supplemental life insurance, option to elect deferred compensation plans, employee assistance program.