

ORDINANCE 15-16-12
An Ordinance Amending Chapter 4, Police Department adding
4.03F, Community Service Officer of the Johnsburg Municipal Code

SECTION 1: That Chapter 4, Police Department adding 4.03F Community Service Officer as follows:

4.03F. COMMUNITY SERVICE OFFICER (C.S.O.) - The work of the Community Service Officer involves responsibility for the enforcement of all animal related ordinances, local parking ordinances, code violations and the performance of police related tasks which do not involve criminal investigations or follow-up criminal investigations other than as a Forensic Services Technician. Community Service Officers may also be assigned duties as crossing guards, matrons, records clerks, abandoned vehicle officers and training officers. Work involves an element of danger and may place the employee in situations that demand unusual strength and endurance. The employee must be able to exercise sound independent judgment and composure while dealing with the public. Assignments may include work on tasks which require specialized abilities and knowledge possessed by the employee. Work assignments are general and specific instructions are received from a supervisor who reviews work methods and results through reports, personal inspections and discussion.

1. **JOB SPECIFICATIONS:** Required experience and training:

- a. Possess a standard high school diploma (or equivalent GED);
- b. Possess a valid Illinois Driver's License;
- c. Obtain and maintain CPR certification.
- d. Successfully complete Health/Medical Screening

2. **Minimum Knowledge and Ability:**

- a. Observe situations quickly, analytically and objectively, determining a prompt course of action;
- b. Understand, interpret and apply relevant Federal and State statutes, local ordinances, court decisions, Police Department, as well as Village rules and policies;
- c. Understand and respond quickly, calmly, decisively and accurately to written and oral directions, instructions, inquiries and requests in all situations;
- d. Work independently or as a team member, effectively within the guidelines of standard operating procedures, department rules and regulations and within the scope of authority for that position;
- e. Foster appropriate intra and interagency communications;
- f. Develop and utilize interpersonal skills;
- g. Express oneself clearly and concisely, both verbally, and in writing;
- h. Hear and understand radio, telephone, and normal range verbal communications;
- i. Record information clearly and completely;
- j. Facilitate effective conflict arbitration/resolution;
- k. Manage situations firmly, courteously, tactfully and impartially;

- l. Maintain confidentiality in performance of duties;
- m. Assimilate, retain and effectively use geographic knowledge concerning the Village and surrounding vicinity;
- n. Provide assistance to citizens and coworkers in physical distress;
- o. Learn, display and maintain all skills, knowledge and abilities for the performance of all duties and responsibilities, as established by the Chief of Police;
- p. Effectively communicate and interact positively with fellow employees and citizens.

3. EQUIPMENT USED:

- a. Motor Vehicles
- b. Basic office equipment: multi-line telephone system, computers, printers, computer systems, photocopiers, fax equipment, etc.;
- c. Electronic gas pump;
- d. Writing implements and basic drawing templates;
- e. Basic tools and equipment: portable and mobile radios, MDT, first-aid equipment, fire extinguisher, animal restraining devices, cages, live traps, bite prevention gloves, tranquilizer weapon, flashlight, uniform, simple tools, OC spray, Electronic Control Device,

4. JOB DUTIES:

Essential Duties:

a. Routine Patrol Duty:

- 1. Patrol a designated area either on foot or in an assigned vehicle;
- 2. Observe for and take appropriate actions regarding safety hazards, stray animals, parking violations and other ordinance violations;
- 3. Report any criminal activity observed to communications personnel;
- 4. Take appropriate actions to assist motorists with disabled vehicles.

b. Preliminary Duty:

- 1. Process non-criminal complaints filed by citizens;
- 2. Enforce parking, animal and various Village ordinances (Code Enforcement);
- 3. Conduct initial investigation of cruelty to animals or other animal ordinance violations;
- 4. Submit written reports recording investigative information;
- 5. Submit assigned reports for incidents or offenses that are delayed and/or will not require follow-up investigation;
- 6. Complete daily transport to the Municipal Center;
- 7. Pick up and transport department supplies;
- 8. Pick up and distribute prisoner meals;
- 9. Conduct prisoner well-being checks within the lockup facility;
- 10. Notify immediate supervisor of any situation encountered that is outside the realm of authority for a CSO to handle;

11. Appear and testify in court;
12. Maintain an animal impound file and attempt to reunite lost animals with their owners;
13. Install Vehicle Immobilization Devices (Denver Boot) to eligible vehicles;
14. Provide proper instruction on the installation of child safety seats and restraints.

c. Traffic Duty:

1. Control, regulate and direct vehicular and pedestrian traffic as authorized by a shift supervisor;
2. Assist motorists with disabled vehicles;
3. Perform traffic direction at school crossings in the absence of crossing guards;
4. Investigate and complete accident reports on assigned private property motor vehicle accidents, excluding those involving personal injury, hit and run when all parties involved are not present at the scene or when a traffic citation may be issued, reckless driving, and/or DUI.

d. Marginal Functions:

1. Perform lifesaving procedures;
2. Attend to the front desk at the police department building; answer telephones, work computer terminals, communicate via radio, complete reports, and generally provide information and assist persons;
3. Greet, direct, and assist visitors;
4. Monitor entry and exit of visitors and workers to the police compound and issue appropriate ID tags;
5. Train new Community Service Officers;
6. Complete FBI, state and local arrest fingerprint cards;
7. Maintain department vehicles and equipment;
8. Female officers perform matron duties in the lockup, court, hospital or during the transportation of prisoners;
9. Attend and successfully complete all assigned training.

e. SCHEDULING:

1. The position involves regular and irregular shift work, shift and day off rotations necessary to provide police services 24 hours/day, 7 days/week, 52 weeks/year (weekends and holidays included). Work shifts are normally 8 hours in duration, but may be extended in the event of emergency, disaster, personnel shortage, work load or work-in-progress.

f. ENVIRONMENTAL FACTORS:

1. Exposure to varying weather conditions including all and extreme conditions;
2. Exposure to all and extreme lighting conditions, natural and man-made light, indoors and outdoors;
3. Exposure to fire, smoke, chemical leaks/spills during emergency situations;

4. Exposure to dangerous persons or animals;
5. Exposure to persons and/or articles having contagious/communicable diseases;
6. Exposures to hazards associated with traffic control and working in or around traffic;
7. Hazards associated with natural and man-made disasters, the use and operation of electrical or microwave powered equipment.

g. PHYSICAL AND MENTAL REQUIREMENTS:

1. Pursue stray animals on foot;
2. Run to persons requiring emergency assistance;
3. Lift and carry equipment and injured/deceased animals, up to 40 pounds;
4. Climb flights of stairs, ladders and over obstacles;
5. Walk, stand or sit for long periods of time -- including driving;
6. Discern color differences;
7. Vision corrected to 20/20 to observe, read and operate equipment safely;
8. Perform lifesaving procedures.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Voting Aye:

Voting Nay:

Absent:

Abstain:

APPROVED:

Edwin P. Hettermann, Village President

(SEAL)

ATTEST:

Claudett E. Peters, Village Clerk

Passed:
Approved:
Published:

CERTIFICATION

I, CLAUDETT E. PETERS, do hereby certify by my signature affixed below that I am the duly appointed, acting and qualified Clerk of the Village of Johnsburg, County of McHenry, Illinois.

I do further certify that a regular meeting of the President and Board of Trustees of the Village of Johnsburg, held on the 2nd day of June, 2015 the foregoing Ordinance entitled: ***“An Ordinance Amending Chapter 25, Building Code of the Johnsburg Municipal Code”*** was duly passed by the President and Board of Trustees of the Village of Johnsburg, a true and correct

copy of which is attached hereto. The passage of said Ordinance was on a roll call vote, on which the vote was as follows:

Voting Aye: Trustees Klemstein, McEvoy, Huemann, Curry, Frost and Hutchinson

Voting Nay: None

Absent: None

Abstain: None

I do further certify that said Ordinance was duly published on June 2, 2015 in pamphlet form.

IN WITNESS WHEREOF, I have above set my hand and caused to be affixed the seal of the VILLAGE OF JOHNSBURG, Illinois, on the 2nd day of June, 2015.

Claudett E. Peters, Village Clerk
Village of Johnsburg

(SEAL)