



NOW HIRING IL CERTIFIED OFFICERS

The North Aurora Police Department, an Equal Opportunity Employer, is seeking certified, experienced lateral transfer officers and applications are now available. **We currently have one position available and plan to hire as soon as possible.** *Women & people of color are encouraged to apply.*

The North Aurora Police Department provides policing services to over 18,000 residents within our 10 square mile community. The department employs 32 sworn officers and is proactive, working aggressively and consistently to identify and resolve problems and other issues to improve the quality of life within our community. We are a community policing department, hold many public events which are intended to build relationships with the community, and we have great support from our residents. Most officers have secondary assignments so you can develop additional skills. Internally, we are a very family-friendly workplace.

More information & applications at:

<https://northaurora.org/departments/police/employment.aspx>

Check us out on social media: facebook.com/NorthAuroraPolice or twitter.com/N_AuroraPolice

Qualifications

- Be a municipal police officer, county sheriff's deputy, or Illinois state trooper in good standing for **at least two years**
- Have a valid drivers license
- Currently certified by the Illinois Law Enforcement Training and Standards Board
- Reside within 25 miles after 18 month probationary period
- Possess substantially equivalent skills and abilities as a current North Aurora Police Officer
- Good morals and excellent integrity





BENEFITS & WORKING CONDITIONS

Questions? Contact Detective Kyle Jensen at (630) 897-8705, ext. 724 or napdrecruiting@northaurora.org

Compensation	
	Current salaries
Step 2	\$71,395
Step 3	\$74,824
Step 4	\$78,537
Step 5	\$82,446
Step 6	\$86,377
Step 7	\$90,287
Step 8	\$94,786
<ul style="list-style-type: none"> • Lateral officers can begin from Step 2 to Step 8, depending on qualifications & experience. • Step increases annually. • Union contract just expired & is in negotiation 	

Time Off	
Vacation Time	
0-6 years	80 hours/year
7-14 years	120 hours/year
14-19 years	160 hours/year
After 19 years	200 hours/year
<ul style="list-style-type: none"> • Officers may accumulate & carry over up to 40 hrs. above limits. 	
Holiday Time	88 hrs per year
Comp Time	Can accumulate up to 100 hours & carry over 40 hours year to year
Sick Time	Earn 8 hours per month & accumulate up to 720 hours.
<ul style="list-style-type: none"> • Officers may cash out Holiday and/or Comp time anytime throughout the year • Sick Time cannot be cashed out 	

Positions
<p><u>Patrol Officers</u></p> <ul style="list-style-type: none"> • Day shift 6am—6pm • Night shift 6pm—6am • Every other Fri, Sat, Sun off <p><u>Investigations, SRO, Crime Prev.</u></p> <ul style="list-style-type: none"> • Hours and work days vary depending on work activities but there is some flexibility for the officer. <p><u>Secondary Assignments</u></p> <ul style="list-style-type: none"> • Evidence Techs & Property Custodians • Kane County SWAT (operators, investigator & hostage negotiator) • ILEAS Mobile Field Force • Kane County Major Crimes Task Force • North Aurora & Kane County Honor Guard • Training coordinator • Field Training Officers • Def. Tactics, Firearms, & Taser Instructors • Crisis Intervention Team • ATV team • Drone pilots • Juvenile officers & Sex Offender Registration Team

Other Benefits

- Health Insurance—HMO, PPO, or HSA available
- Dental and Life Insurance also
- On site workout room
- Ballistic vest provided every 5 years
- Downstate Police Pension Plan
- Deferred Compensation (457) plan available
- Employee Assistance Program free
- Tuition reimbursement program
- Annual uniform/clothing allowance
- Bonuses for firearms qualification & perfect annual attendance
- Union representation through Metropolitan Alliance of Police

Equipment

- Ford Explorer squad cars with up to date equip
- Patrol rifles (.223) provided or purchase your own that meets department specs
- Tasers provided
- Laptops in all squad cars
- In-car dash cameras
- Axon body cams
- Approved outer vest carriers allowed
- Electronic ticketing
- Electronic crash reporting
- State of the art police station
- On site firearms range & monthly training

Application Process

- Complete the free application available at <https://northaurora.org/departments/police/employment.aspx>
- Oral Interview, background investigation, psychological, polygraph, and medical exams.
- Selected candidates may be contacted for an interview and tour of the station (spouses/significant others are welcome to join on the tour).



NORTH AURORA POLICE DEPT.
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER



NAME: _____
(LAST) (FIRST) (MIDDLE)

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

DATE OF BIRTH: _____

EMAIL: _____

HOME PHONE: _____
(INCLUDING AREA CODE)

OTHER PHONE: _____
(INCLUDING AREA CODE)

Please complete this page and email to napdrecruiting@northaurora.org or drop off or mail to: North Aurora Police Department, 200 S. Lincolnway, North Aurora, IL 60542. After receipt, applicants will receive an email invite to our online application system.

You keep the other pages for your reference.

Additional copies of this application are available at the front desk of the North Aurora Police Department or online at:

<https://northaurora.org/departments/police/employment.aspx>

NORTH AURORA POLICE DEPARTMENT
JOB DESCRIPTION FOR THE POSITION OF
POLICE OFFICER

The work of this class involves responsibility for the protection of life and property, prevention of crime, apprehension of criminals and the general enforcement of laws and ordinances. Duties normally consist of routine patrol, preliminary investigation, and traffic regulation. All police officers must certify as Breathalyzer operators. Police officers also may be assigned duties as investigators, evidence technicians, accident investigators, arson investigators, youth officers, DARE officers, crime prevention officers, field-training officers, firearms instructors and bomb specialists. Work involves an element of personal danger. The employee must be able to exercise sound independent judgment under stress. Assignments may include work on special tasks that call upon 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 inspection, and discussion.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Crime Prevention

- Patrols assigned area.
- Observes for criminal activity, safety hazards, traffic violations, persons needing assistance and the like.
- Becomes and remains familiar with patrol beats, geographic locations, known offenders, neighborhood routines and potential problem areas.
- Conducts security inspections and surveys of buildings and other locations. Make recommendations regarding security, etc....
- Make presentations to groups and individuals on subjects related to the job's tasks and functions.

Criminal Investigation and Apprehension

- Handles complaints filed by citizens.
- Observes for, detects and investigates violations of laws and ordinances. Documents and investigates reported violations.
- Conducts interviews and interrogations of victims, witnesses, suspects, offenders, and other persons.
- Conducts preliminary and follow-up investigations.
- Identifies, collects, processes, packages and logs physical evidence.
- Collects information and either acts upon it if within the scope of his authority or routes it to the proper authority or agency.
- Searches persons, vehicles, places, and other items.
- Identifies and arrests offenders, including subduing resistive arrestees.
- Books, guards, escorts, and transports prisoners.
- Prepares and serves criminal complaints, arrest warrants, search warrants and other court documents.
- Prepares cases for trial.
- Appears and testifies in court, at coroner's inquests, at deposition sessions and at similar proceedings.
- **Traffic**
- Engages in traffic and parking law enforcement, including Driving under the Influence detection and apprehension.
- Controls, regulates and directs traffic, vehicular and pedestrian.
- Investigates traffic accidents, including protecting the scene, aiding the injured, controlling traffic, clearing the scene, determining the cause, and preparing reports and diagrams.
- Assists disabled motorists

Juveniles

- Deals with all ages of children in a variety of situations, such as delinquents, minors requiring authoritative intervention, neglected, abused, runaways, lost, found, victims of crimes, public relations and instructional functions, and informants.

Miscellaneous Maintenance of Order

- Deals with domestic disputes and other interpersonal and business conflicts.
- Observes for, recognizes and corrects or reports public hazards and inconveniences, such as gas leaks, traffic signals out of service, traffic obstructions, and other safety hazards.
- Responds to requests for ambulance/fire service and assists as needed.
- Administers first aid, including CPR, to sick and injured persons.
- Investigates incidents involving dead persons resulting from criminal, accidental, suicidal and natural causes, including determination of the circumstances and handling/removal of bodies and dealing with family, relatives, friends, witnesses, etc....
- Investigates reports of lost and found properties.
- Investigates reports of missing and found persons.
- Investigates animal complaints, including apprehension and transport of stray or vicious animals.
- Directs and/or supervises others (civilian and public employees) at the scene of crimes, accidents, disasters, assemblies, etc....
- Generally assists persons in distress.

Organizational Support

- May perform desk duties, including telecommunications (telephone, computer terminal, and radio). Assists persons at the front counter. Processes and files reports.

- Conducts background investigations.
- Attends training as assigned.
- Develops and maintains required skills and licenses/permits/certifications associated with areas of special instruction, expertise, etc. For example: Firearms Qualification, Master Firearms Instructor Certification, Breath Test Operator Certification, CPR, Evidence Technician, Accident Investigator, Juvenile Law, Criminal investigations, DARE Instruction and Crime Prevention.
- Trains new officers, the reserve officer, prisoner monitors, interns, and other employees in areas of special skills or expertise.
- Prepares clear, accurate and complete reports, logs, and documents on any and all activities engaged in.

Scheduling

- The position involves regular and irregular shift work and shift 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, manpower shortage, workload, or work-in-progress.

Environmental Factors

The position involves exposure to, and requires the employee to function in, the presence of:

- Weather conditions: all, including extreme, weather conditions.
- Lighting conditions: all, including extreme, lighting conditions, day and night, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills: in close proximity as necessary to provide emergency services.
- Personal danger: including, but not limited to:
- Armed and/or dangerous persons/animals.
- Persons and/or articles with contagious/communicable diseases.
- Hazards associated with emergency driving, traffic control, and working in and around traffic.
- Hazards associated with natural and man-made disasters.

Equipment

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods.
- Firearms: with demonstrated proficiency in the care and use of assigned/authorized weapons.
- Basic office equipment: including, but not limited to, typewriters, telephones, computer terminals, photocopy machines, FAX machines, calculators, etc....
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.
- Basic tools and equipment necessary to perform job tasks and functions: including, but not limited to, speed detection radar, 2-way radios, first aid equipment, fire extinguishers, handcuffs and other personal restraint devices, flashlights, batons, chemical sprays, electronic stun devices and other simple weapons, helmets, standard police uniform, simple tools, such as pry bars, tape measures, etc., cameras and fingerprinting equipment, and fixed and mobile data terminals.

Work characteristics of a police officer

The position requires the employee to have and maintain:

Physical condition needed to:

- Effect arrests.
- Subdue resisting individuals.
- Chase fleeing suspects.
- Run to persons requiring emergency assistance.
- Lift and carry equipment and injured/deceased persons.
- Force entry into buildings.
- Climb flights of stairs/ladders.
- Walk, stand, or sit for long periods of time (including driving).
- Endure exposure to extreme weather and disease.
- Perform life-saving procedures (CPR, first aid, etc.).
- Communicate effectively, verbally, and non-verbally.
- Operate required equipment.
- Perform required job tasks and functions.
- Provide assistance to citizens and co-workers in distress, including, but not limited to, manually pushing stalled motor vehicles.

Effective audio-visual discrimination and perception needed to:

- Make observations.
- Read and write.
- Drive and operate equipment safely.

Ability needed to:

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.

- Understand, interpret, and apply applicable Federal and State statutes, local ordinances, court decisions and Police Department and Village rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.
- Work independently and effectively within the confines of standard operating procedures.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully, and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain, and effectively use geographic knowledge concerning the Village and the surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate stress.
- Function effectively under stress.
- Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

Nothing in this Section shall be construed as limiting the authority of the Chief of Police, who, by the organizational chart of the police department is the superior of a police officer, from assigning such functions and responsibilities as are necessary to establish and maintain maximum Departmental efficiency and effectiveness.