

# Carbondale Police Department

## Police Officer II

### General Job Description

#### **GENERAL STATEMENT OF DUTIES:**

The Patrol Officer II is an advanced sworn level position responsible to provide public safety and enhancement of the quality of life in our community through partnerships, advocacy, prevention and enforcement. This position is distinguished from the Police Officer I by the demonstration of advanced capabilities, knowledge, leadership and expertise. The duties of a Police Officer II are essentially the same as a Police Officer I, with the additional responsibility to take a lead role in the absence of a Supervisor. A Police Officer II is expected and empowered to make decisions at scenes when a Supervisor is unavailable. Supervision will be through department supervisory personnel through the chain of command, generally through Patrol Sergeant or other personnel responsible for a patrol shift.

#### **EXAMPLE OF DUTIES:**

*The following examples are intended to be illustrative only and are not all inclusive.* Officers will patrol the Town enforcing laws and ordinances related to traffic, criminal and civil violations as authorized by State Statutes governing the powers of sworn officers. Officers will be responsible for the timely and accurate preparation of reports of their actions as required by the department. Officers will investigate crimes and complaints with a fair and impartial mind set, seeking the truth in all matters and reporting that finding. Officers will always treat all persons they contact with the utmost courtesy, professionalism, and compassion, to the highest degree possible in the situation. Officer will be prepared to support their actions in a Court of Law through presentation of evidence and testimony and will become versed in the process of evidence collection, preservation, and presentation. Involves working in adverse weather conditions.

#### **QUALIFICATIONS:**

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** Three (3) years' experience as a full time sworn officer. Requires strong organizational skills and prioritization skills, and the ability to understand and follow verbal and written directions. Ability to effectively work within and foster a team atmosphere, ability to think clearly and make calm decisions in stressful situations and have a strong knowledge of laws and ordinances. Ability to deal calmly with irate people, ability to handle catastrophic situations, and ability to handle physical confrontations with acceptable levels of force as prescribed by policy and training. Must have the ability to communicate verbally and in writing to a wide variety of people on a variety of subjects; operate a motor vehicle safely; knowledge of Town resources from other departments; and the knowledge of other agencies that can assist a victim of crime or circumstance. Police Officer II's are expected to exhibit leadership, teamwork, professionalism, advanced knowledge, and provide training and supervision when necessary.

# **CARBONDALE POLICE DEPARTMENT**

## **VISION STATEMENT:**

To be an exceptional law enforcement agency in leadership, innovation, with a commitment to excellence.

## **MISSION STATEMENT:**

To provide public safety and enhance the quality of life in our community through partnerships, advocacy, prevention and enforcement.

## **CORE VALUES:**

**Accountability-** We are responsible for our actions to our community and each other.

**Approachability** – Being accessible to and engaging with our entire community.

**Confidence-** Assurance in our abilities and qualities.

**Dedication-** Commitment to our vision and mission statements, core values and community.

**Integrity-** Doing the right thing when no one is watching.

**Selfless Service**– Putting the mission and values before ourselves.

## TOWN OF CARBONDALE EMPLOYEE BENEFITS-POLICE DEPARTMENT

- **401(a)** - (AXA Equitable) Retirement Plan – The Town contributes 5% of the employee’s gross annual wage. There is no employee participation in this plan. The vesting schedule for this plan is 2 years-40%, 3 years-60%, 4 years-80% and 5 years-100%.
- **401(a)** - (AXA Equitable) Retirement Plan – The Town contributes 8% of the employee’s gross annual wage. Each participant is required to contribute 8% of the employee’s annual wage. The vesting schedule for this plan is 1 year-20%, 2 years-40%, 3 years-60%, 4 years-80% and 5 years-100%.
- **Group Health Insurance** – 100% of employee premium is paid by the Town. If dependent coverage is elected, the Town pays 75% of the dependent coverage cost. The plan includes major medical (\$2,500 deductible, \$45 doctor visit co-pay), prescription card (\$20/\$40/\$60 retail, 2.0 X co-pay 90-day mail order), dental (Preventative: no deductible/100%, Basic: \$50 deductible/80%, Major: \$50 deductible combined with basic/50%), life insurance (\$50,000 employee, \$5,000/\$2,000 dependents) and vision.
- **Supplemental Insurance** (American Fidelity) –The Town provides the contact information for the local representative and offers the ability to pay the premium directly through payroll deduction. Some premiums are tax-deferred. Election is voluntary.
- **Section 125 Plan** (Cafeteria Plan) – This plan is provided for employees to defer taxes on non-covered medical costs, health insurance premiums and childcare.
- **Vacation** – 10 days per year up to 4 years, increasing to 15 days per year for years 5-9, 20 days per years for years 10-14 and 20 days per year for 15 years with one additional day per year up to maximum of 25.
- **Sick leave** – 12 days per year, with accrual of 1 day per month.
- **Holiday leave** – 9 days per year. Employees are eligible for one floating holiday if employed full time on January 1<sup>st</sup> of the current year.

**Town of Carbondale  
Police Department**

**Proposed Step Structure 2023 in Alignment with Career Path**

Position Description	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Cadet (non-sworn, in Academy) (80 hrs/2 wk)	N	\$62,535								
Ordinance Enforc. Officer (80 hrs/2 wk)	N	\$55,743	\$58,677	\$61,765	<b>\$65,016</b>	\$67,725	\$70,434			
Police Officer I	N	\$69,483	\$73,140	<b>\$76,990</b>	\$80,839	\$84,073	\$87,436			
Police Officer II	N	\$71,740	\$75,515	\$79,490	\$83,674	<b>\$87,160</b>	\$90,646	\$94,272	\$98,043	\$100,004
School Resource Officer	N	\$71,740	\$75,515	\$79,490	\$83,674	<b>\$87,160</b>	\$90,646	\$94,272	\$98,043	\$100,004
Detective	N	\$71,740	\$75,515	\$79,490	\$83,674	<b>\$87,160</b>	\$90,646	\$94,272	\$98,043	\$100,004
Police Sergeant	N	\$84,263	\$88,698	\$93,366	\$98,280	<b>\$102,375</b>	\$106,470	\$110,729	\$115,158	\$117,461
Percent Increase to get to Step			5%	5%	5%	<b>4%</b>	4%	4%	4%	2%

**Other Sworn Police**

Ranges:	Grade	Minimum	Midpoint	Maximum
Lieutenant	65	\$ 92,000	\$ 115,000	\$ 138,000
Chief of Police	75	\$ 115,000	\$ 146,625	\$ 178,250

NOTE: Salaries for sworn officer, except Ordinance Enforcement Officer, on steps includes a regular schedule of 84 hours every two weeks.

NOTE: Time for step eligibility for Police Officer I starts at the time the Police Officer is sworn.

NOTE: Employees sworn/hired on or before June 30 are eligible for a step as of January of the next year.

NOTE: Promotions from Police Officer I to PO II, School Resource Officer & Detective positions are placed on the same step as they were at for PO I.

NOTE: Steps are not guaranteed, and are subject to annual budget approval by the Board of Trustees.

NOTE: A cost of living increase requires an approved change to this step schedule. Steps are in lieu of a cost of living increase.