

## **Open Position Chief of Police**

### **POSITION SUMMARY:**

The Chief of Police, appointed by the Mayor with the consent of the City Council, serves as the department head and reports directly to the Mayor and City Administrator. The position is full-time which requires occasionally working and attending meetings outside of regular business hours including weekends and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position that collaborates regularly with other City departments, elected officials, committee members, partnering agencies, and the community at large. The Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources, establishes departmental goals and objectives and oversees department administration and operations, consisting of Patrol, Investigations, Communications and Code Enforcement while delivering efficient and effective public safety services to the community.

### **ESSENTIAL FUNCTIONS:**

- Manages the overall administration and operations of the Police Department, advises and develops staff to ensure continual professional growth in related disciplines and oversees and evaluates the performance of departmental staff.
- Subject to review and approval of the Police Committee and City Council, the Chief of Police establishes goals, direction, and activities of the department, develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities and implements short and long-term plans to achieve City initiatives in response to community, safety and emergency needs.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, allocates funds to divisions based on departmental goals and priorities, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed. Ensures applications for grants from federal, state, and other agencies are consistent with authorized departmental appropriations.
- Works in conjunction with the Police Committee and City Administrator in the recruitment, selection, promotion of police officers. Participates and makes recommendations in personnel

matters relating to disciplinary action of police personnel and ensures timely review with the Police Committee and City Administrator as required.

- Engages and interacts with other agencies with common jurisdiction to ensure that criminal justice goals are consistent. Serves as a liaison to developers of industrial, business and commercial areas regarding law enforcement needs.
- Oversees the preparation of the Police Department annual report, state crime reports, and other reports as needed.
- Represents the City and makes public presentations to community and neighborhood groups, social service agencies, etc. upon request. Coordinates communication to news media.
- Advises the Mayor and City Council of the practicality and impact of proposed ordinances and resolutions.
- Assesses community crime prevention and traffic safety needs. Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service. Recommends new or revised programs and activities.
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers personnel relations, internal review and legal issues ensuring department operations are consistent with current laws and regulations.
- Works closely with the Police Committee, Mayor, City Council, City Administrator, other City departments and various citizen groups to develop police and community programming to achieve required results.
- Prepares reports and pertinent documentation for the Police Committee, Mayor, City Council and City Administrator as requested.
- Attends and participates in professional organizational meetings, seminars and workshops to stay knowledgeable of new trends and innovations related to the field.

- Serves as a staff liaison to boards, committees, and commissions as assigned.
- Completes special projects and other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Valid driver's license.
- Extensive knowledge of the principles, standards, and practices of modern police administration and police management.
- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of federal, state, county and city laws/ordinances related to public safety.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and the public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new law enforcement methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.

- Ability to multi-task and work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to become proficient with the City's geography and demographics.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week, including evenings, weekends, holidays and call-backs as required.
- The Police Chief may serve as a staff liaison to boards, committees, and commissions as assigned.
- Strong working knowledge of MS Office (Word, Excel and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems is required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- While assisting sworn personnel, the position may work under precarious circumstances and near high-speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, and bodily fluids such as blood.

- Ability to lift, carry or drag up to 50 pounds.

**EQUIPMENT USED:**

- General office equipment including computers, laptops, scanners, copier and cellular phones.
- Police equipment including police radios, motor vehicles, first aid equipment, chemical sprays, cameras, video equipment, drug-testing kits, handguns, shotguns, rifles, TASERs, handcuffs, spike strips, etc.

**PREFERRED SKILLS/QUALIFICATIONS:**

- Bachelor's degree or greater from an accredited college or university in criminal justice, law enforcement, public administration or closely related field.
- Leadership training, such as FBI National Academy, Northwestern University School of Police Staff and Command or similar program, is highly preferred.
- Illinois Law Enforcement Training and Standards Board Certified.
- Considerable experience in law enforcement including drug investigation and enforcement activities, community relations, multi-jurisdictional activities, university community or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank, including law enforcement supervisory experience at the commander level or equivalent.

**WAGES & BENEFITS:**

- Starting wage dependent upon qualifications.
- Full, paid health and dental insurance for employee, spouse and dependents.
- IMRF retirement.
- Paid holidays.
- Paid personal time.
- Paid vacation.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.