

JOB TITLE: Police Chief
DEPARTMENT: Police
DIVISION: Law Enforcement

IMMEDIATE SUPERVISOR: Mayor, and Village Trustees

DIRECTION OF OTHERS: All department staff, either directly or through subordinate supervisors

EDUCATION, TRAINING, AND EXPERIENCE REQUIRED: Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field. Ten (10) years of experience in police work, five years of which must have been equivalent to police sergeant or higher. Completion of the basic law enforcement training academy or equivalent, or an equivalent combination of education and experience. This position requires an extensive background check.

NATURE OF WORK: Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the Police Department.

WORK PERFORMED/AREAS OF RESPONSIBILITIES:

- I. Plans, coordinates, supervises and evaluates police department operations.
- II. Develops policies and procedures for the Department to implement directives from the Village Trustees or Mayor.
- III. Plans and implements a law enforcement program for the Village to better carry out the policies and goals of Mayor and Village Trustees; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- IV. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- V. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- VI. Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.

- VII. Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- VIII. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- IX. Trains and develops department personnel, evaluates performance of and disciplines employees.
- X. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- XI. Prepares and submits periodic reports to the Police committee regarding the Department's activities, and prepares a variety of other reports as appropriate,
- XII. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities,
- XIII. Attends conferences and meetings to keep abreast of current trends in the field; represents the Village Police Department in a variety of local, county, state and other meetings,
- XIV. Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved,
- XV. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained,
- XVI. Directs investigation of major crime scenes,
- XVII. Performs the duties of subordinate personnel as needed.
- XVIII. Analyzes and recommends improvements to equipment and facilities, as needed.
- XIX. All work performed by Patrol Officer may be required to be done by this position.

EXTENT AND TYPE OF INTERACTION WITH THE PUBLIC:

- I. Develops public understanding of work and activities of the department.

- A. Maintains contact with citizens, court officials, and other Village officials in the performance of police activities as assigned.
- B. Assists citizens with such matters as crime prevention, drug resistance, traffic safety, etc.
- C. Follows up on citizen complaints in areas pertaining to public peace and safety.
- D. Maintain good relations with industries, news media, businesses, other public agencies and the public in general by maintaining public peace and safety.
- E. Answers citizen questions and requests for materials and information.
- F. Participates in public education programs.
- G. Attends meetings of civic organizations, schools, and other public functions to promote programs of the department.

REQUIRED LICENSES, CERTIFICATIONS, AND REGISTRATIONS:

- I. Must possess a valid State of Illinois driver's license without record of suspension or revocation in any state.
- II. Ability to meet department's physical standards.
- III. Basic law enforcement training or Illinois Police Training and Standards Board Certification or equivalent.

EQUIPMENT AND TOOL OPERATION:

- I. Employee shall be able to operate but not be limited to the following equipment: police car, police radio, radar gun, handgun, taser and other weapons as required, handcuffs, breath analyzer, first aid equipment, personal computer including word processing software, calculator, telephone, fax machine and in-car video recorder.

WORKING HOURS AND CONDITIONS:

- H. The normal week will generally consist of (40) Forty hours, Monday through Friday when possible, Employee may work extended hours, emergency call outs, and on weekends and holidays.
All Village Department Personnel are on Twenty-four (24) hour on call to report to work.

- II. While performing the duties of this job, the employee frequently works in outside weather conditions the employee occasionally works near moving vehicles and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- III. The noise level in the work environment is usually moderate.
- IV. As approved by the board of trustees and subject to the availability of funds, continuing education and training will be provided to ensure a competent level of ability to perform this position and to allow maintenance of required licenses and certifications.

REQUIREMENTS:

- I. Employee must live within 10 miles of the Village of Moweaqua
- II. Employee must pass physical & drug screening.

In compliance with the Americans With Disabilities Act the following represents the Physical and Environmental Demands: While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to physically search suspects, stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, run, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.