

TOWN OF CORTLAND

JOB TITLE: **Chief of Police**

JOB DESCRIPTION APPROVED: 7/24/00

REVISED: Prop. 4-8-2024

JOB LEVEL:

- ☒ I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- ☐ II (Part-Time, Minimum of 1000 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- ☐ III (Part-Time, Maximum of 80 Hours Per Month or 1000 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:

- ☒ Exempt
- ☐ Eligible (Non-Exempt)

SALARY TYPE:

Police:

- ☒ Supervisory: Chief
- ☐ Non-Supervisory

QUALIFICATIONS:

- A. Must have 10 years of law enforcement experience and be certified as a Law Enforcement Officer by the Illinois Law Enforcement Training and Standards Board.
- B. Must possess a valid Illinois driver's license issued by the Illinois Secretary of State and a valid Firearm Owner's Identification issued by the Illinois State Police.
- C. Must have a Bachelor's Degree with major course work in law enforcement or have successfully completed one of the following:
 - 1. Northwestern Illinois University Traffic Institute 400 hour Staff and Command Instruction with certification by the Illinois Law Enforcement Training and Standards Board;
 - 2. Northwestern Illinois University Traffic Institute Illinois Law Enforcement Executive Management Program with certification by the Illinois Law Enforcement Training and Standards Board; or
 - 3. Federal Bureau of Investigation Training Academy.
- D. Must have supervisory experience in law enforcement and comprehensive knowledge of current issues in police management.
- E. Must have current knowledge of the laws pertaining to statutory and procedural law and civil liability.
- F. Must have proven leadership, above average interpersonal communications skills, sound judgment and decision making, and the ability to analyze, plan, and organize.
- G. Must have experience in and demonstrated commitment to Community Oriented Policing and Community Problem Solving.
- H. Must successfully pass a thorough background investigation conducted by the Illinois State Police and an oral interview conducted by the Town President (Mayor) and members of the Police Committee of the Board of Trustees.
- I. **PHYSICAL DEMANDS:**
 - 1. Requires prolonged sitting, standing, some bending, stooping, and stretching;
 - 2. Requires full range of body motion including handling and lifting, manual and finger dexterity and eye/hand coordination sufficient to operate a keyboard,

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- photocopier, telephone, two-way radio, computer, firearms, and other office and law enforcement equipment;
 - 3. Requires proficient operation of standard equipped police vehicles, including automobiles, utility vehicles, and small trucks;
 - 4. Requires walking and running for extensive distances and occasional carrying of items or persons in excess of 75 pounds;
 - 5. Requires corrected vision and hearing to normal range in order to prepare and communicate appropriate reports and be proficient in accomplishing law enforcement tasks;
 - 6. Requires the ability to perform the law enforcement task indoors and outdoors despite climate or weather conditions;
 - 7. Requires working under stressful conditions and working irregular hours.
- J. MENTAL DEMANDS:
- 1. Must be mentally adaptable and flexible in dealing with a variety of people and circumstances, including difficult situations and people;
 - 2. Must be able to deal with a variety of emotions and frustrations in making law enforcement decisions;
 - 3. Must have emotional stability and personal maturity;
 - 4. Must be able to analyze many variables and choose the most appropriate and effective course of action at any given point in time to accomplish the law enforcement task;
 - 5. Must be able to handle routine and diverse work problems on a daily basis and be able to communicate providing verbal feedback in a professional manner;
 - 6. Must be able to resolve problems, handle conflict, and make effective decisions under pressure;
 - 7. Must have a long attention span in order to listen to people, perceive the "real" problems, and bring issues to a successful conclusion.

DUTIES/RESPONSIBILITIES:

- A. EXECUTIVE AUTHORITY: Act as administrative head of the Police Department and accept responsibility for planning, organization, direction, and external relations. (These responsibilities embrace prevention of criminality, repression of crime, apprehension of offenders, recovery of property, and regulation of non-criminal conduct.) Determine Departmental rules, regulations and policies. Discharge all duties imposed on the Chief by law, ordinance, or resolution of the Board of Trustees.
- B. SUPERVISION OF COMMAND: Make personal inspections of the areas of his/her command so as to keep informed of the conditions therein. Determine if all members of his/her command are efficiently performing their duties and take suitable action to correct any violation of their rules, regulations, and policies, or dereliction of duty that he/she may observe.
- C. DIRECTION: Must officially sanction and approve any changes in Departmental organization before they are put into effect. (The detailed methods of directing and controlling certain functions may be developed by subordinate officers, but the original direction and final approval rest with the Chief.)
- D. CONTROL: Maintain administrative control in his/her capacity as chief executive and administrative head of the Department and govern Departmental activity personally and through his/her subordinate officers. Amend, modify, or cancel at his/her discretion any general order, special order, or policy, whether verbal or written, as

he/she deems necessary or expedient for the efficient, orderly, or effective operation of the Department.

- E. TRAINING: Cause the members to participate in training programs and firearms practice as often as he/she considers necessary.
- F. PLANNING: Accept the authority to plan the work of the Department in order to embrace emergencies, rapid changes, probable emergencies, and the proper distribution of the force for regular or special duty. Handle personnel standards and recruitment, space planning, and budget planning.
- G. REPORTS AND RECORDS: Review reports and records to keep abreast of Department performance and identify trends. Prepare the Monthly Police Activity Board Report, prepare and submit the Monthly Illinois Uniform Crime Reports for the Illinois State Police, and prepare copies of all Illinois Traffic Crash Reports for the Illinois Department of Transportation.
- H. GRANTS: Participate in the research and preparation of available grants.
- I. RECORDS: Furnish desired information to members of the Department and cooperate with other agencies and the public in their request for information. Provide the records and analyses which may be the basis for crime and accident prevention.
- J. PROPERTY: Accept responsibility for the care and custody of all property received by the Department, including found property, items in safekeeping, and prisoner's property.
- K. SUPPLIES: Accept responsibility for the care and custody of Departmental supplies. Take inventory and order supplies as needed for the operation of the Department.
- L. GENERAL: Supervise the patrol work and require the satisfactory performance of the Officers. Use his/her best efforts in meeting problems, appraising effectiveness of the police techniques used, and interpreting Departmental policies, rules, and regulations. Participate personally in patrol activities. Inspect or cause to be inspected all Officers or personnel of the Police Department on duty for any appearance of neglect, carelessness, or improper performance or act on their part. (In the performance of this duty, the Chief shall be assisted by such Officers as may be detailed from time to time for this purpose.) Accept responsibility for:
 - 1. Maintenance of personnel files;
 - 2. Public relations/media affairs;
 - 3. Crime prevention;
 - 4. Research and planning;
 - 5. Statistics and analyses;
 - 6. Policy Manual revisions;
 - 7. Personnel training and maintenance of training records;
 - 8. Legal research and analyses;
 - 9. Investigation of citizen complaints against members of the Department;
 - 10. Staff studies;
 - 11. Staff inspections;
 - 12. Administrative reports;
 - 13. Budget preparation;
 - 14. Patrol (as reflected in Patrol Officer job description);
 - 15. Attendance at (or designation of a representative to attend) meetings of the Board of Trustees;
 - 16. Informing the Town President (Mayor) and Town Attorney of any lawsuits instituted by him or through the Police Department and any matters in which there is a likelihood that litigation may be brought against the Town and its employees stemming from police action;

17. Reporting in writing to the Town President (Mayor) any member of the Department who is guilty of a violation of the rules, regulations, or policies of the Department;
 18. Making written reports to the Town President (Mayor) as requested;
 19. Informing the Town President (Mayor) of any emergency, extraordinary action taken by the Department, or necessary deviation from established Town policy or procedure.
- M. PATROL DIVISION COMMANDER: Serve as the Patrol Division Commander with direct control over the operations of the Patrol Division, including but not limited to:
1. Planning, organization, directing, and scheduling of members of the Patrol Division, including vacation and compensatory time;
 2. Reviewing – and causing to be corrected or amended – all reports and documents produced by the Patrol Division;
 3. Enforcing the rules, regulations, and policies of the Department, the Cortland Town Code, and the laws of the State of Illinois;
 4. Investigating or supervising the investigation of any complaint or charge brought against any member of the Department;
 5. Conferencing with subordinates for the purpose of giving instructions to promote lawful conduct, uniformity, efficiency, and effectiveness of the Department;
 6. Filing of reports as mandated by State and Federal laws;
 7. Being on 24-hour call. Responding to the scene and taking charge during disasters, major crimes, or major incidents which may present an extraordinary demand upon the resources of the Department.
- N. SUPPORT SERVICES COMMANDER: Serve as the Support Services Commander with direct control over the following duties and responsibilities, including but not limited to:
1. Maintenance and efficient operation of the Department computer systems. Serve as ALERTS Manager and communicate as needed with the Illinois Criminal Justice Authority Information Systems Unit;
 2. Providing reports, court documents, court information, citations, warrants, complaints, and other reporting information required by the Clerk of the Circuit Court and the Judicial System;
 3. Maintaining a close liaison with the Office of the State's Attorney and Clerk of the Circuit Court;
 4. Maintenance of vehicles and equipment;
 5. Supervising the submission of bills for payment to the Treasurer;
 6. Documentation of hours worked by Department staff including overtime, vacation time, holiday time, compensatory time, and sick time;
 7. Ensuring the secure storage of found property, recovered property, and property seized as evidence.

REPORTS: Illinois Uniform Crime Reports; Illinois Department of Transportation Reports; Monthly Activity Reports; Illinois Criminal Justice Authority Reports; United States Department of Justice Grant Progress Reports; Illinois Law Enforcement Training and Standards Board employee reports; Northeast Multi-Regional Training In-Service Reports; all reports listed in Patrol Officer job description.

AUTHORITY FOR JOB: Appointed by the Town President (Mayor)

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IMMEDIATE SUPERVISOR: Town President (Mayor)

WHOM DO YOU SUPERVISE: Sergeant of Police, Patrol Officers, Part-Time Clerical Staff

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

Employee Acknowledges Receipt and Agreement With This Job Description:

Employee's Signature

Date

Supervisor's Signature

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.