



# UNITED CITY OF YORKVILLE

## JOB DESCRIPTION

APPROVED: 05/30/2019

**JOB TITLE:** CHIEF OF POLICE

**DEPARTMENT:** Police

**STATUS:** Full-time

**FLSA STATUS:** Exempt

**REPORTS TO:** Mayor and City Council

**SUPERVISES:** Deputy Chief(s), Executive Assistant

### Position Description Overview

The Chief of Police is an exempt position appointed by the Mayor with the approval of a majority vote of the City Council. The Chief of Police works closely with the City Administrator and City Staff to provide for prevention and suppression of crime, protection of life and property, enforcement of laws and ordinances, and the preservation of the peace.

The Chief of Police is the chief executive officer of the department and the final departmental authority on all matters of policy, operations, and discipline. The Chief of Police is responsible for the planning, budgeting, staffing, directing, coordinating, and controlling of all department functions and activities; for maintaining safe working conditions in the department and overseeing compliance with the safety procedures and policies of the City; for ensuring the continued efficient and effective operation of the department; for the maintenance of positive relations with citizens of Yorkville, the City government, and all other agencies.

The Chief of Police ensures the City is provided with prompt emergency police services by planning, organizing, and directing the entire operation of the Police Department, including the implementation of all authorized programs, policies and activities.

### Essential Job Functions

1. Discharge all duties imposed upon the position by law and ordinances of the city.
2. Plans and develops annual department budget and monitors performance
3. Direct the administration and operations of the department in the most cost-effective manner.
4. Establishes, in written form for all employees, policies, procedures, rules and regulations, and directions for administration and operation of the department.
5. Discipline employees in accordance with city ordinances, employee manual, collective bargaining agreement (when applicable) and work rules for breaches of department policies, procedures, rules, and regulations and directions which measure within the position's authority.

6. Plan, assign, and supervise the activities of the Department.
7. Prepare surveys or other reports as directed by the Mayor, City Council, or City Administrator making recommendations as needed.
8. Maintains an effective liaison with various individuals, groups, or organizations in order to foster favorable public relations, develop and maintain public confidence and trust; discusses problems or matters of mutual concern; participates in various civic activities as representative of the department.
9. Responsible for establishing and maintaining departmental procedures for record keeping, purchasing, payroll, evidence and property storage, and incarcerations; and, ensures compliance with department rules and regulations as well as state and federal statutes.
10. Shall see that all records and original reports shall be preserved and secured.
11. Shall be responsible for public safety planning for special events, in regard to the public welfare of the community.
12. The Chief of Police may make or prescribe such rules and regulations as the position shall deem advisable. Such rules and regulations shall be binding on the members of the department. Such rules and regulations may cover, besides the conduct of the members, uniforms, and equipment to be worn or carried, hours of service, vacations, and all other similar matters necessary or desirable for the improved efficiency of the department.
13. Serves as a local government spokesperson, public information and mass media relations manager for public safety events.
14. Ensures the provision of mandated training for police officers, as well as extracurricular training; utilizes the police training academy, other facilities and/or in house seminars.
15. Keeps abreast of modifications to existing or new laws and regulations affecting current and/or requiring procedural changes or additional procedures, methods, or techniques; obtains training for understanding and implementation as needed; analyzes changes, determines procedures, methods, and/or techniques necessary to implement laws and regulation; ensures the training of personnel as needed to properly implement and comply with laws and regulations.

### **Special Requirements, Experience and Education**

1. Fifteen (15) years of sworn progressive experience with a law enforcement agency, with at least ten (10) years of which are in a supervisory capacity with a comparably sized department and seven (7) years of experience at the command level; or an equivalent combination of education and experience.
2. Must be a state certified peace officer certified by the Illinois Local Government Law Enforcement Training and Standards Board.

3. Must have a valid Motor Vehicle driver's license with a safe driving record and certification as a police officer from the Illinois State Training and Standards Board.
4. Possession of a valid Firearms Owner's Identification (FOID) card.
5. A Bachelor's degree Criminal Justice, Law Enforcement, Public Administration, or related fields. A Master's Degree is strongly preferred.
6. Command leadership training such as the F.B.I. National Academy, Northwestern University's School of Police Staff and Command, Southern Police Institute Command training or similar programs are highly desirable.
7. Thorough knowledge of principles and practices of police administration and police methods and procedures.
8. Must possess strong leadership qualities.

### **Physical Qualifications**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
3. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 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.
4. While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The use of provided Personal Protective Equipment is required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.