



## Maple Park Police Department

**Title:** Chief of Police  
**Position Status:** Full-Time  
**Position Reports to:** Village Administrator  
**FLSA Status:** Non-Exempt  
**Position Supervises:** Police Sergeant, Police Officers and Police Department Volunteers

### PURPOSE OF POSITION:

The Chief of Police is the Chief Executive Officer of the Village of Maple Park Police Department and the final departmental authority in all matters of policy, operations and discipline. The Chief of Police is appointed by the Village President with approval of the Village Board and reports to the Village Administrator.

### JOB SUMMARY

The Chief of Police participates as a key senior member of the Village's management team, and performs a variety of technical, administrative, and supervisory work in planning, organizing, directing, implementing, and overseeing the complex operations of the Police Department. The Chief of Police directs, oversees, and provides leadership to all law enforcement sworn personnel, develops Police Department policies and direction, oversees Police Department budget preparation, presentation and utilization, and monitors law enforcement trends. The Chief of Police ensures that community needs are addressed, and assists and/or directs law enforcement activities in emergencies and disasters. The Chief of Police also ensures proper coordination and communication between and among the Police and other Village Departments.

The Chief of Police attends Village board meetings and other meetings as required. This position develops and maintains positive working relationships with department heads, community leaders, service providers, law enforcement authorities and ensures that the Police Departments' mission and service obligations are fulfilled in a professional manner.

### SUPERVISION

This position receives general direction from and reports to the Village Administrator and supervises the; Police Sergeants, Patrol Officers, and support staff.

**PRIMARY DUTIES:** *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Establishes, enforces, and evaluates Police Departments' rules, regulations, policies, procedures, and work methods, in order to implement directives from the Village Administrator, the Village President and the Village Board.

---

Plans, organizes, directs, implements, oversees, and evaluates all aspects of the Police Department, formulating programs and policies to alleviate deficiencies in the Departments' performance and effectiveness.

Supervises, maintains discipline over, handles grievances from, and provides leadership to Police Departments' personnel.

Oversees preparation and submittal of monthly and other reports as appropriate to the Village Administrator and Village President and Village Board regarding Police Department activities.

Oversees preparation and presentation of the annual budget for the Police Department and directs and monitors implementation.

Develops goals, objectives, and activities for the Police Department and ensures that the public peace and safety are maintained.

Oversees police response at major crime scenes, emergencies, and disasters, as needed.

Oversees community relations and crime prevention programs in a positive, effective fashion.

Works with other municipal, county, state, and federal law enforcement agencies in carrying out law enforcement activities.

Meets with elected and appointed officials, community and business representatives, and members of the public concerning all aspects of the Police Department.

Assesses community crime prevention, traffic safety, and criminal investigation needs and remains current with modern police technology.

Assesses the Police Departments' performance and effectiveness, prepares employee performance evaluations, and determines training requirements for Police Department personnel.

Enforces Police Departments' rules and regulations in administering discipline.

Oversees maintenance of records for all operations within Police.

Manages all Police Departments' facilities and resources.

Acts as Police Departments' spokesperson in the community and with the local media.

Maintains a safe work environment and monitors and addresses work-safety issues, holds Police Department personnel accountable for risk management.

Delegates operational tasks to personnel as appropriate.

Serves as the Village's Emergency Management Agency Director.

Assists the Public Works Director/Building Inspector with code enforcement activities.

May periodically assist Public Works with snow removal operations.

Performs other related duties and special projects as assigned by the Village Administrator, Village President and Village Board members.

---

## MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, public administration, or a related field; a minimum of ten (10) years of law enforcement experience; and a minimum of six (6) years of progressively responsible supervisory and administrative experience in law enforcement, including at least five (5) years in a senior management - level position. Past leadership experience must demonstrate the ability to successfully perform the essential duties and responsibilities of an upper-level police manager.

Completion of a professional leadership program such as the Northwestern University School of Police Staff and Command, the F.B.I. National Academy, and/or a related graduate degree.

Holds an Illinois Law Enforcement Officer's certification or be qualified and obtain certification within 12 months of appointment.

Basic Academy Training Program Certificate awarded by the Illinois Law Enforcement Training and Standards Board.

Thorough knowledge of issues confronting urban police departments.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.

Considerable knowledge of and ability to apply local ordinances and state and federal laws.

Considerable knowledge of and ability to support Police Departments' rules and regulations.

Working knowledge of street locations, geography, and Village demographics.

Considerable knowledge and appreciation of the community's cultural/racial diversity.

Ability to develop community partnerships and work with community, business, and law enforcement leaders.

Ability to develop programs and procedures in response to community needs.

Ability to establish and maintain cooperative working relationships with co-workers, public officials, and the public.

Ability to make arrests, prepare cases for prosecution, and testify in court.

Ability to exercise sound independent judgment and promptly evaluate situations, make decisions, and resolve issues.

Ability to manage financial accounts and prepare budget documents.

Good knowledge of grant reporting and procurement procedures.

Ability to team build and motivate, train, and develop leadership capabilities in subordinates.

Possession of strong management, supervisory, leadership, problem-solving, and time-management skills.

Ability to communicate effectively in English, both verbally and in writing, with the public, public officials, and co-workers.

---

Ability to make public presentations on short notice and possession of excellent media skills.

Good knowledge of basic computer skills and software programs.

Ability to work independently with minimum of supervision.

Ability to perform work requiring good physical condition.

Ability to pass Village pre-employment screening, including medical and drug examinations and a thorough background investigation, and maintain required physical standards. Must not possess any prior felony convictions or otherwise disqualifying criminal history.

Working knowledge of Administrative Adjudication and required documentation.

Possession of a valid Illinois driver's license.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing and specialized software and associated hardware; police radios; voice over internet protocol phone system; calculator; fax machine; copy machine; motor vehicles, including squad cars and pickup trucks; pager; first aid equipment; chemical sprays; cameras; video equipment (in-squad, body-worn camera and interview room); drug-testing kits; handguns; shotguns; rifles; TASERs; StarComm radios; handcuffs; etc.

A valid Illinois Firearms Owners Identification Card (FOID) and a valid Illinois Class D Driver's License.

### **PHYSICAL DEMANDS**

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 during a full duty day or shift.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, smell, stand, run, and walk. The employee will use hands to handle or operate objects, tools, and controls; will reach with arms and hands; will climb, balance, stoop, kneel, crouch, and crawl. The employee may occasionally drag or lift over 100 pounds and may push objects such as motor vehicles. Specific vision abilities required for this position include close and distance visual acuity, color vision, peripheral vision, binocular vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The employee will spend part of the working day inside the police station speaking with other employees or meeting with the public. The working conditions are comfortable. The noise level is generally quiet to moderately noisy.

The employee sometimes works outside and drives motor vehicles in all types of weather conditions. As a result, the employee may experience inclement weather for extended periods of time. While assisting sworn personnel, the employee may work under precarious circumstances and near high-speed vehicles or equipment. The employee will be exposed to fumes, chemicals, and bodily fluids such as blood.

---

---

Printed Name of Employee

---

Date

---

Employee Signature

---

Printed Name Village President

---

Date

---

Village President Signature

Approved: September 21, 2021