



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

Must have graduated from an accredited four-year college or university with a bachelor's degree in criminal justice or have equivalent experience.

Minimum 10 years of law enforcement experience

Minimum six (6) years of progressively responsible supervisory and administrative experience in law enforcement, including at least two (2) years in a senior management position.

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

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

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

Have excellent oral and written communication skills with the ability to effectively communicate openly and clearly with the Village President, Board of Trustees, Village Administrator, community leaders, local organizations and businesses, and Village Staff.

Must be a proven leader, committed to the growth and development of the Department.

Have experience in the development and implementation of a Department Plan; developing, articulating and carrying out Department goals. Be available for and make presentations to the community as an "emissary" for the Village of Maple Park; have the appropriate balance of time spent internally and externally.

Have the ability to formulate an effective means to evaluate, recognize and develop personnel through a consistently applied career development program; to provide succession planning and leadership development in the Department; to identify and develop future leaders in the Department.

Have thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment, municipal ordinances and then apply them equally and fairly throughout the community.

Be proactive in addressing criminal activity while maintaining and enhancing community engagement.

Be capable of evaluating the workload at all levels of staffing to make the best use of Department resources.

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.
