

Village of Minier
Job Description

Title: Chief of Police
Department: Police
Wage Classification: Executive Exempt
Reports To: Village President & Board
Last Revised:

The Chief of Police shall be appointed by the President, with the advice and consent of the Village Board of Trustees. Except as provided herein, appointment shall be for an unlimited term, until the Chief shall resign or be discharged for cause by the President.

I. Duties:

A. Executive Duties

- Functions as the executive in charge of the Police Department, exercising executive authority, management and supervision over all officers and other employees within the Department, and managing the day-to-day operation of the Department.
- Performs a variety of complex administrative, managerial and professional work in planning, coordinating, and directing the activities of the Department, including, but not limited to, keeping, or directing the retention of all records required by federal, state, or local law or ordinance, or at the direction of the Village Board.
- Provides effective leadership, insuring that all functions within the Police Department are focused within an environment conducive to recognizing the creative attributes of all officers and civilians, and maintaining the successful working relationships with subordinates, superiors, public officials, other units of government, other law enforcement agencies and departments, and the general public,
- Ensures that the department maintains an effective and positive policing philosophy for the purpose of maintaining the highest possible credibility level within the area.
- Manages and leads police department staff, directly or through subordinate supervisors.
- Develops and implements policies and procedures for the Department in order to implement directives for the President and Village Board of Trustees, including but not limited to, policies and procedures for hours of duty, vacation, uniforms, appearance and the conduct of Department personnel.
- Ensures compliance with changing requirements in federal, state, and local laws, and accreditation requirements.

- Coordinates all purchases of Department equipment.
- Prepares annual Department budget.
- Plans, coordinates, manages and evaluates training of Department personnel.

B. Operational Duties

- Plans, coordinates, manages and evaluates police department operations.
- Functions as custodian of lost, abandoned, or stolen property which comes into the possession of the Village.
- Creates and delivers all reports concerning the Department and its activities as required by federal, state, or local law or ordinance, or at the direction of the Village Board.
- Participates in routine patrol and other patrol officer functions, takes call time and responds to emergency situations as needed, including the ability to respond to emergency situations within time limits as may be established by the Village. May be called upon to perform any tasks, functions, or duties of any other officer of the Department, and is required to be and remain fully authorized and competent to perform such tasks, functions, or duties.
- Plans, coordinates, manages and evaluates scheduling, including but not limited to, work shifts, days off, vacations, training days, special details, court appearances and covert investigations.
- Conducts interviews and investigations of potential new hires, and provides advice regarding personnel to the President and Village Board.
- Attends Village Board meetings as required by Board.

II. Job Requirements:

- A person of sound health, physically and mentally able to perform assigned duties as provided in this Job Description and Village policies.
- Twenty one years of age or older.
- Pass a medical examination, drug screen test, and background investigation.
- Possess a valid high school diploma or GED certificate.
- Possess a valid Illinois drivers' license.
- Completed Basic Law Enforcement and Mandatory Firearms Training with certification by the Illinois Law Enforcement Training and Standards Board, or equivalent training.
- Prior police experience.
- Has not been convicted of a felony, or a misdemeanor crime involving dishonesty, or one involving mistreatment of victimization of a minor or the elderly.
- Residence within 10 miles of the Village of Minier no later than 12 months after permanent appointment, unless otherwise approved by the Board.

Preference will be giving to candidates with a college degree in a law enforcement related area, prior police supervisory level experience (i.e., sergeant or above), and completion of

advanced law enforcement training in the course of degree work, or through specialized law enforcement training schools.

III. Physical Demands:

- Chief must maintain level of physical fitness consistent with the officer's physical strength and agility test (Peace Officer Wellness Evaluation Report test).
- While performing duties in this position the employee is frequently required to sit, talk, hear, stand, walk, run, use hands and fingers to operate objects, controls or tools. The employee is occasionally required to reach with arms and hands, climb, balance, stoop, kneel, crouch, crawl, taste or smell.
- The employee must be physically able to safely carry and operate firearms, including hand guns, shotguns, rifles, and other long guns.
- The employee may occasionally be required to physically subdue combative subjects, individually or in combination with other law enforcement officers, and must maintain a sufficient level of physical ability to accomplish such tasks.
- The employee may occasionally lift or move objects weighing more than 100 pounds, individually or in combination with other law enforcement officers, and must maintain a sufficient level of physical ability to accomplish such tasks.
- Vision abilities include: close vision, distance vision, color vision, peripheral vision, depth vision and ability to adjust focus.
- The employee's work is both inside and outside, including potential exposure to weather, hot, cold, wet, or humid conditions, fumes, particulate matter, toxic or caustic chemicals, and high or precarious locations.
- Reasonable accommodations will be made to enable otherwise qualified individuals to meet the required physical requirements.

The initial appointment will be for a six (6) month probationary period, after which a regular appointment will be made if the probationary job performance is acceptable to the Village.