



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
CHIEF OF POLICE**

EFFECTIVE DATE: June 23, 2021

| | | | |
|---------------------------------------|---|---------------------------|--|
| DEPARTMENT: Police | WORK LOCATION: Police Department | | FLSA STATUS: Exempt |
| CLASS CODE: 8750 | RANGE: 34 | PENSION: Police | UNION: NU |
| REPORTS TO: Village Manager | LEVEL OF SUPERVISION RECEIVED: Administrative Direction | | LICENSE/CERTIFICATES: Valid Driver's License |

SUMMARY:

The Chief of Police will direct, manage, and supervise all functions and operations of the Hoffman Estates Police Department which includes personnel, budget, policy, procedures, training, discipline, community programs and public relations. The Chief will need to possess a solid knowledge of federal, state and local laws and policies to ensure the proper development and successful implementation of law enforcement, crime prevention and related programs. The Chief will employ strategic, progressive and transparent law enforcement methods with a focus on solving critical challenges; while maintaining and fostering a visible community presence and partnership. The Chief of Police is an integral part of the Village's management team, collaborating with the other Department Directors and staff on interdepartmental issues.

| JOB NO. | ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES | FREQUENCY |
|----------------|--|------------------|
| 1. | Directs and manages all operations and functions of the Police Department. | Daily 100% |

| | | |
|-----|---|----------------|
| 2. | Directs and coordinates the annual Departmental budget preparation and manages the adopted budget. Oversees and controls the expenditure of departmental appropriations. | Daily 30% |
| 3. | Develops and directs policies and procedures to maintain discipline throughout the Department. | Weekly 20% |
| 4. | Exercises general direction over the two (2) Assistant Police Chiefs. Manages, motivates and oversees the development of Police Department personnel through the Assistant Chiefs by giving policy directives. Initiates, reviews, and/or approves departmental policies, procedures, rules and regulations. Manages personnel assignments and meetings. Resolves personnel issues and participates in union matters. Plans and oversees training programs for all Police Department divisions and staff. | Daily 40% |
| 5. | Establishes, promotes, and maintains a visible and effective public relations program including speaking engagements at civic functions, preparing news articles, and initiating and attending community programs. | Weekly 30% |
| 6. | Prepares and adopts guidelines, and long and short range plans for the Department. Initiates department and community correspondence, directives, and memos. | Daily 40% |
| 7. | Researches and considers for implementation, new programs, techniques, and other innovations in Police Management and procedures. | Monthly 20% |
| 8. | Remains current on legislation and court decisions that pertain to police functions. | Daily 10% |
| 9. | Works closely with the Fire and Police Commission. | Monthly 20% |
| 10. | Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices. | Daily 100% |

| JOB NO. | OTHER RELATED DUTIES |
|----------------|---|
| 1. | Receives and follows up on public complaints by direct handling or assigning to proper personnel. |
| 2. | Follows Village-wide and departmental safety rules and practices. |
| 3. | Attends committee, Board, and civic meetings as required or assigned. |
| 4. | Oversees the activities and operations of the Emergency Management Coordinator. |
| 5. | Performs other duties, tasks, and responsibilities as assigned. |

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

- Assure that law and order are maintained, that laws and ordinances are enforced, and that measures are implemented to prevent crimes and to protect lives and property.
- Ability to lead and manage an organization and supervise, develop, train, discipline, evaluate and provide staff recognition in the performance of employees in a participative environment.
- Plan, forecast, analyze, refine, and coordinate annual budget preparations, administer approved budget.
- Quickly comprehend and analyze problematic situations and defuse/resolve issues timely and appropriately.
- Respond to and interact with residents, employees, and others within and outside the organization in a courteous and professional manner. Manage difficult interpersonal situations while remaining calm.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.) (**Preferred**)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Management/leadership training from Northwestern Police Administration Training Program or equivalent strongly preferred.

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...

| |
|----------|
| 3 |
|----------|
- Experience in management capacity...

| |
|----------|
| 3 |
|----------|
- Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

| |
|--|
| CAD, RMS, Scheduling Software, Microsoft Office |
|--|

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Evaluate all aspects of police operations and plan, execute, coordinate, and monitor necessary changes and improvements.
- Create, maintain and work within a collaborative environment.
- Establish and implement strategic training and employee development with a focus on career planning, succession planning and employee retention.
- Manage and effectively work with union and non-union employees.
- Ability to deliver presentations, address audiences, and convey information to various sized groups, establish and maintain excellent public relations.
- Take a flexible, creative approach to problem solving.
- Quantify and synthesize large amounts of data.
- Communicate effectively verbally and in writing.
- Working knowledge of public administration, human resources practices and procedures, contracts and legal agreements, and all applicable local, state, and federal laws.
- Establish successful working relationships with the Village Board, supervisors, employees, and other departments.

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 with or without reasonable accommodations.

| <i>(mark all 17 activities)</i> | ----- Amount of Time ----- | | | |
|--|----------------------------|---------------|--------------|---------------|
| <u>Physical Activity</u> | None | Less than 1/3 | 1/3 to 2/3 | More than 2/3 |
| Stands | _____ | <u> X </u> | _____ | _____ |
| Walks | _____ | _____ | <u> X </u> | _____ |
| Sits | _____ | _____ | <u> X </u> | _____ |
| Uses fingers in a repetitive motion | _____ | _____ | _____ | <u> X </u> |
| Uses hands to grasp, finger, handle, or feel | _____ | _____ | _____ | <u> X </u> |
| Reaches with hands and arms above shoulder | _____ | _____ | <u> X </u> | _____ |
| Climbs or balances | _____ | <u> X </u> | _____ | _____ |
| Twists or turns | _____ | _____ | <u> X </u> | _____ |
| Stoops, kneels, crouches, bends, or crawls | _____ | <u> X </u> | _____ | _____ |
| Pulls, pushes, or carries | _____ | <u> X </u> | _____ | _____ |
| Talks or hears | _____ | _____ | _____ | <u> X </u> |
| Tastes or smells | _____ | <u> X </u> | _____ | _____ |
| Operates a motor vehicle or heavy equipment | _____ | <u> X </u> | _____ | _____ |
| Lifts or move 0 to 10 pounds (sedentary) | _____ | _____ | _____ | <u> X </u> |
| Lifts or move 10 to 20 pounds (light) | _____ | <u> X </u> | _____ | _____ |
| Lifts or move 20 to 50 pounds (moderate) | _____ | <u> X </u> | _____ | _____ |
| Lifts or move 50 to 100 pounds (heavy) | _____ | <u> X </u> | _____ | _____ |

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

| | | |
|-------------------------------------|----------------------------|--------------|
| <input checked="" type="checkbox"/> | Absence of color blindness | |
| <input checked="" type="checkbox"/> | Corrected vision of... | 20/20 |
| <input type="checkbox"/> | Uncorrected vision of... | |

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

| | | | | |
|--|----------------|----------------|-------|----------------|
| Customary indoor conditions | _____ | _____ | _____ | _____ X |
| Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions | _____ | _____ X | _____ | _____ |
| Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions | _____ X | _____ | _____ | _____ |
| Works near moving mechanical parts | _____ X | _____ | _____ | _____ |
| Works in high precarious places, underground, or confined spaces | _____ X | _____ | _____ | _____ |
| Flying debris or airborne particles | _____ X | _____ | _____ | _____ |
| Fire, smoke, fumes, gases, or noxious odors | _____ X | _____ | _____ | _____ |
| Toxic or caustic chemicals, aerosols, liquids, solvents or oils | _____ X | _____ | _____ | _____ |
| Risk of electrical shock | _____ X | _____ | _____ | _____ |
| Works with explosives or risk of radiation | _____ X | _____ | _____ | _____ |
| Vibration | _____ X | _____ | _____ | _____ |
| Extreme illumination | _____ X | _____ | _____ | _____ |
| Low noise level (Normal voice tones) | _____ | _____ | _____ | _____ X |
| Moderate noise level (Raised voice levels) | _____ | _____ X | _____ | _____ |
| High noise level (Shouting/ear protection may be needed) | _____ X | _____ | _____ | _____ |

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

H. Cowley
Department Director

Reviewed Approval:

Human Resources Management Director

Approved:

Village Manager

Effective Date: _____

Revision Date: _____