



**City of Earlville
Chief of Police
Job Description
An Equal Opportunity Employer**

GENERAL DESCRIPTION:

The City of Earlville (population of 1,613), is seeking a proven and energetic leader to serve as its next Chief of Police. The Police Chief is expected to perform various functions to keep the police department running efficiently. The Police Chief is responsible for planning, overseeing, and directing the programs, operations, and personnel of the department. The Police Chief must possess excellent communication skills, both oral and written. The Chief is responsible to effectively communicate with elected officials, senior staff, and members of the public in addition to departmental interactions. This is an appointed executive level position, which is designated as at-will. The Police Chief is expected to act as a change agent who can articulate a vision of excellence and strengthen credibility in the delivery of police services, while maintaining a high level of discipline and morale.

FUNCTIONS AND DUTIES

- The Police Chief is a “working chief”, expected to perform general patrol duties Monday-Friday from 0700 to 1500.
- Oversee and direct all activities, programs, personnel, workload, workflow and strategies of the Earlville Police Department, conduct performance evaluations, document department activities, ensure a positive attitude within the department and provide motivation and guidance to subordinates.
- Demonstrate initiative and keep abreast of current trends, practices, and programs by participating in career and professional development and ensure staff training is completed and appropriate certifications are maintained.
- Analyze daily department operations and activities to identify and resolve areas of inefficiency and administrative/operational concerns, making staffing change recommendations as needed.
- Plan, organize and implement programs of law enforcement, traffic control, criminal investigation, animal control, and emergency and disaster response, commanding emergency scenes as needed.
- Assess and meet the law enforcement needs of the community through organization of forces, workforce deployment, equipment uses, and community relations programs.
- Coordinate police functions with other related operations.
- Develop, implement, and review department policies, procedures, and standards.
- Remain current with Federal, State, and local laws and adapt existing policies to changing laws and regulations.
- Perform appropriation/budget management activities and formulate long range department plans.
- Approve departmental purchase orders and expenditures, oversee procurement of new equipment, researching innovative procedures/equipment to advance the efficiency and ability of the department.
- Directs maintenance and safekeeping of physical evidence, stolen property, abandoned property and other items falling under custody of the Police Department.
- Identify, evaluate, and resolve personnel concerns in accordance with City Policies and Procedures and relevant State and Federal laws.
- Represent the department and the City on various boards, groups, and committees.
- Attend a variety of meetings and make presentations to the City Council and Administration.

- Respond to requests from the public, media, and other interested parties, including processing of all Freedom of Information Act requests.
- Act as department representative, maintaining professional work habits and image.
- Perform other related work as required.

MINIMUM QUALIFICATIONS, EDUCATION & EXPERIENCE

- Must be a United States citizen or a lawful permanent resident of the United States who has been in the United States legally for 5 years and has legal authorization to work in the United States.
- Certification as a full-time law enforcement officer in the State of Illinois or the ability to obtain certification within 6 months of hire.
- High school graduate or GED.
- Ten (10) years of progressively responsible law enforcement experience; five (5) years of which must have been in a supervisory capacity in the position of Lieutenant or higher in a department of comparable size and complexity, or an equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities such as, graduation from an accredited college or university with a bachelor's degree in police science, criminology, public administration, or some other related field.
- No felony or domestic violence convictions.
- Possess a valid driver's license and above average driving history.
- Possess a valid FOID card (or the ability to successfully obtain a valid FOID card).
- Be of good moral character and in good mental and physical condition.

KNOWLEDGE:

- Knowledge of police administration and law enforcement methods, and the applicable laws and ordinances.
- Knowledge of personnel practices as related to training, placement and evaluation.
- A sophisticated understanding of community policing practices and effective implementation.
- Knowledge of state law and an ability to understand codes, laws, and ordinances.
- Knowledge of police tactics, negotiations, resources, command structure and use of force.

SKILLS/ABILITIES:

- High level critical and analytical thinking skills.
- Department appropriation/budgeting skills including the ability to prepare, manage, and analyze the department finances.
- Ability to forecast future staffing, equipment, and material needs.
- Strong computer and technical skills including Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to lead, motivate, and maintain a high level of discipline and morale. Teamwork is essential.
- Ability to use common sense, maturity, ethical decision-making ability and commitment.
- Ability to make split-second decisions in life or death situations
- Ability to handle stressful situations.
- Ability to climb, maintain body equilibrium, bend, kneel, reach, stand, walk, run, push, pull, lift grasp, talk and hear.
- Proficient with firearms.
- Ability to communicate effectively verbally and in writing.
- Ability to deal with the public in a pleasant courteous, and calm manner in all circumstances.
- Perform duties in a manner that demonstrates respect, integrity, and courtesy towards fellow workers, city staff, citizens, and the general public.