



## CHIEF OF POLICE

The Village of Antioch, Illinois, is seeking applications for the position of Chief of Police. The successful candidate will be community-focused and committed to working in partnership with community members and leaders; have leadership, management and interpersonal skills; have impeccable integrity, ethics and professionalism; demonstrate abilities in labor relations, budget preparation and resource management. The ideal candidate will uphold the mission of the Antioch Police Department, and set an example for the members of the department.



The mission of the Antioch Police Department is to make a positive difference in the lives of all citizens within the community through proactive and community based law enforcement efforts. Members of the department will remain responsive to the needs of all citizens and seek solutions to problems through the fostering of cooperation, positive contact with the public, and proactive methods. The members of the department will strive to achieve their highest potential as confident, competent, and caring partners with the community as they come together in the fight against criminal activity.

The Chief of Police is charged with the management, administration and general supervision of the Police Department of the Village of Antioch. The employee in this position is held strictly responsible for the general good of the department and attaining/retaining maximum efficiency/effectiveness from the personnel, equipment and facilities assigned to him. The Chief shall respect all policies and procedures, rules and regulations, general and special orders, memos, as well as verbal directives applicable to the position.

### **Essential Functions include:**

- Prescribes, promulgates and enforces the policies and procedures, rules and regulations, general, special and personnel orders, memos for the government of the members and employees of the department so long as they are not inconsistent with the charter and ordinances of the Village of Antioch or the State of Illinois.
- Investigates any/all charges brought against any member(s) of the department. Punishes any member of the department found guilty of the violation of any of the rules and regulations, policies and procedures, general, special and personnel orders, memos, written or verbal orders of the department so long as such punishment is consistent with the laws of Illinois and the Village of Antioch.
- Confers with subordinates for the purpose of giving instructions as to promote uniformity in the administration of the department.
- Preserves the public peace and enforces the laws of Illinois and the Village of Antioch of which the department must take cognizance; causes the requisite complaint to be made whenever any violation comes to their attention and procures the evidence for the successful prosecution of the offender(s).
- Makes all appointments and promotions in the department subject to the confirmation of the Village Board where necessary and proper.
- Keeps the Mayor or Village Administrator informed of any emergency, extraordinary action taken, or necessary deviation from the established Village policy or procedure.
- Attends all regular legislative meetings as requested by the Mayor/Village Administrator and such other meetings as directed by the Mayor/Village Administrator.

- Insures the maintenance of daily work records and personnel rating sheets and such other books/records as may be deemed necessary for the successful operation of the department
- Prepares and submits to the Village Board on or before such annual dates as may be designed by the constituted authority and estimate, in detail, of the cost and expense of providing for and maintaining the Department of Police of the Village during the ensuing year.
- Delegates any powers as may be deemed necessary for the efficient/effective administration of the department to be exercised by his subordinates under his supervision, direction and control.
- Assigns functions, powers and duties to members of the department.
- Has and exercises all of the functions, powers, and duties delegated by the State or Village law and which is necessary and proper to attain/retain an efficient/effective department capable of professionalism/integrity.
- Reviews daily activity reports to ensure proper conduct and reporting.
- Handles complaints and questions about department operations from citizens, personnel and board members
- Supervises, trains, motivates, disciplines, evaluates those personnel which are direct reports and review the supervision, training, motivation, discipline and evaluation of all other employees.
- Works with Human Resources to formulate job descriptions for all positions.
- Determines departmental objectives.
- Reviews statistical reports from various agencies.
- Fills out questionnaires and surveys from various agencies.
- Meets, confers with and assists members of local government, staff, employees, business, social agencies, developers, schools, other police agencies, courts, citizens, etc.
- Keeps representatives of local government informed of unusual incidents.
- Supervises the scheduling of all personnel
- Reviews all overtime, sick leave, and vacation requests.
- Reviews evaluation forms and disciplinary action upon appeal by Patrol Officers.
- Serves on various committees of various organizations relative to the position of Police Chief.
- Keeps abreast of current trends in administration, law, police technology, funding regulations, etc.
- Releases news to the media.
- Supervises internal investigations.
- Makes salary surveys.
- Recommends position salaries to the Village Board.
- Carries out special projects or surveys requested by the Village Board.
- Requests adoption of new ordinances.
- Requests legal opinions on a variety of subjects.
- Works on contract agreements to provide service to other agencies.
- Draws up long range plans for the Police Department.
- Researches and implements new trends in police work.
- Attends school and seminars to keep abreast of new methods.
- Conducts investigations for liquor licenses and other special matters as directed by local officials.
- Formulates and supervises all other systems operational within the department such as records and communications.
- Designs report forms.
- Researches the reputation and reliability of agencies associated with the Police Department such as the crime lab, equipment suppliers, printers, etc.
- Periodically inspects departmental equipment and facilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Thorough knowledge of the principles and practices of modern police administration and police methods.
- Thorough knowledge of the principles and methods of organization, management, and supervision.
- Thorough knowledge of the department rules and regulations and of applicable federal state and local laws and ordinances.
- Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.
- Ability to plan, organize and direct the work of the division to which assigned.
- Ability to establish and maintain effective working relationships with police officials, state and federal authorities, civic leaders, and the public.
- Ability to prepare and present effectively oral and written informative material relating to the activity of the division.
- Ability to meet such physical requirements as may be established by competent authority.
- Skill in the use of firearms and such other regular and special equipment as may be assigned.

**Powers And Duties:** The chief of police is appointed by the mayor, shall be the chief executive officer of the police department, and shall be responsible for the promulgation of all policies of the police department. He shall further be the keeper of the village jail, and shall have custody of all persons incarcerated therein. He shall keep such records and make such reports concerning the functions of the police department as may be required by statute or the mayor.

**Salary And Benefits:** The chief of police shall receive a salary as set from time to time by the village administrator, within parameters set by the village board. The chief of police shall also be entitled to insurance, vacation and other routine benefits consistent with the villagewide personnel manual. Employment contracts may be considered.

Interested applicants should submit a cover letter and resume to:

Village of Antioch  
Attn: Antioch Executive Search  
874 Main Street  
Antioch, IL 60002

***Application deadline is May 1, 2015***