

VILLAGE OF ROBBINS



POSITION DESCRIPTION

POSITION: Deputy Chief of Police
STATUS: Full-Time, Exempt
DEPARTMENT: Police
REPORTS TO: Chief of Police
SUPERVISES: Police Department Staff
LOCATION: Police Department

Job Description

This classification assists the Police Chief in the directing of operations and activities of the Police Department, to include patrol, investigations, administration, communications, or other areas as assigned.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Oversees the entire police department; supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.
- Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.
- Implements changes in organization and operating procedures to obtain the most effective results; makes recommendations regarding selection, promotion, discharge, and other appropriate personnel actions.



- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Ensures proper enforcement of all applicable codes, ordinances, laws, and regulations to protect life and property, prevent crime, and promote security.
- Assumes full responsibility for the activities of the department during the absence of the Chief of Police.
- Consults with Police Chief, officers, and other officials as needed to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; reports all major incidents to Police Chief.
- Assists in developing and implementing departmental budget; monitors expenditures to ensure compliance with approved budget; coordinates with division staff members regarding division budgets; assists in preparing projected capital expenditure requests; approves expenditures in compliance with approved budget; seeks and applies for grants.
- Assists in developing, implementing, and updating department policies and procedures; formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; conducts training programs.
- Assists in developing long and short-term goals, plans, and objectives for the department; researches, assesses and meets current and future community law enforcement needs through workforce deployment, equipment use, and community relations programs.
- Receives and responds to Freedom of Information Act requests; retrieves and reviews requested information; redacts information and details as deemed necessary; notifies requester of distribution intent; provides information requested; forwards invoice to requestor and Finance department; maintains all related documentation as required by related regulations.
- Oversees, directs, assigns or conducts criminal investigations; provides consultation and professional or technical expertise on major investigations; participates in court activities; testifies in judicial proceedings, as needed.
- Responds to all major/critical incidents; requests and directs additional emergency personnel, other divisions, departments, outside agencies, or others as needed.
- Serves as public relations liaison for department; gathers information regarding major incidents; consults with Public Information Officer; receives/gives advice and direction regarding media strategies; creates press releases; gives interviews, etc.
- Creates/maintains positive public relations with the general public and represents the Village at various functions; attends meetings; attends Village ceremonies, dedications, and other events; makes speeches or presentations to schools, civic groups, and community organizations; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.



- Conducts other department administrative functions; drafts official correspondence; generates required reports; approves all departmental training; reviews leave requests and accruals; reviews all performance ratings; reviews/distributes case laws; makes written recommendations regarding traffic, streets, or other issues.
- Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and maintains records.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.

Additional Functions

- Performs other related duties as required.

Minimum Education and Experience Requirements

- Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Police Science, Public Administration, or a related field. Master's degree preferred.
- Successful completion of Northwestern University Center for Public Safety's School of Police Staff and Command.
- Minimum of 15 years' experience in law enforcement (must have been a sworn public safety officer within the last 5 years) with at least 5 years in a law enforcement management/senior command position.
- Successful candidates will possess the Illinois Law Enforcement Officer's certification (or be qualified and obtain certification within 12 months of appointment).
- Must possess a valid Illinois Firearms Owners Identification Card (FOID) and an Illinois Class D driver's license with acceptable driving history.
- May be required to obtain and maintain additional certifications.



HR Procedural Requirements

- Legal authorization to work in the United States.

Physical Requirements

- The physical requirements described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Environment: Standard office setting and emergency peace control environment; travel within community; exposure to potentially hostile environments. Must be able to handle stressful situations and possess the mental acuity for attention to accuracy and detail.
- Physical: Sufficient physical ability to perform heavy or moderate lifting; walking, sitting, or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.
- Vision: Must see in the normal visual range with or without correction.
- Hearing: Must hear in the normal audio range with or without correction.

Important Information

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.

Equal Employment Opportunity Policy

The Village of Robbins provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.