



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
POLICE COMMANDER

EFFECTIVE DATE: August 28, 2023

DEPARTMENT: Police	WORK LOCATION: Police Station		FLSA STATUS: Exempt
CLASS CODE: 4600	RANGE: 26P	PENSION: Police	UNION: NU
REPORTS TO: Deputy Chief of Police	LEVEL OF SUPERVISION RECEIVED: General direction of the Deputy Chief of Police		LICENSE/CERTIFICATES: Valid Illinois Driver's License

SUMMARY:

Performs a variety of routine and complex public safety work in the administration of the Police Department. Supervises police patrol, investigation, traffic regulation, and related law enforcement activities. Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Supervises police sergeant, police officers and support staff in their assigned duties.	Daily 30%
2.	Oversees and may personally participate in investigating criminal law violations occurring within the jurisdiction of the department, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.	Daily 10%
3.	Oversees manpower and the scheduling and coordination of shift changes and benefit time.	Daily 10%

4.	Review and final approval of a variety of police related reports and bond paperwork prepared by subordinate officers or others.	Daily 30%
5.	As a confidential employee, participates in the collective bargaining and grievance process on behalf of Police Management with Unions MAP 96 and MAP 97.	Monthly 20%
6.	Makes notifications to the Chief of Police or their designee.	Daily 100%
7.	Makes day-to-day police assignments as required by operational needs and provides directives for sergeants to conduct roll call.	Daily 25%
8.	Develops operational plans such as Incident Action Plans (IAP), Event Action Plans (EAP), and tactical plans for warrant service.	Monthly 10%
9.	Maintains normal availability by radio or telephone for consultation on major emergencies or precedent and coordinates deployment of personnel during emergency responses.	Daily 100%
10.	Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provide general information about Department activities.	Daily 100%
11.	Maintains contact with general public, court officials, and other Village officials in the performance of police activities.	Daily 20%
12.	Conducts periodic performance evaluations and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters.	Weekly 20%
13.	Oversees the coordination of the Field Training Program, Use of Force Program, Evidence Technician Program, Community Response Officer Program and involvement in NIPAS and MCAT.	Weekly 30%
14.	Oversees and assists, as needed, in the patrol of Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations, and to otherwise serve and protect.	Weekly 10%
15.	Oversees the BWC Program and the regular audits of BWC videos.	Daily 10%
16.	Prepares and reviews a variety of reports and records including monthly reports, use of force reports, supervisor log entries, and on duty injury reports.	Weekly 20%
17.	Reviews, evaluates, and develops programs, policies and procedures for various departmental operations to include revision recommendations to Hoffman Estates Police Department General Orders.	Monthly 10%
18.	Assists in the preparation and administration of the department budget.	Monthly 10%
19.	Oversees the assignment of equipment 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 10%

JOB NO.	OTHER RELATED DUTIES
1.	Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene; conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.
2.	Coordinates and supervises the training, assignment, and development of subordinate police officers.
3.	Coordinates activities with supervisors or other Village departments, exchanges information with officers in other law enforcement agencies, and obtains advice from the Village Attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
4.	Oversees grant programs.
5.	Begins inquiry and investigations into citizen complaints or misconduct.
6.	Serves as a liaison between the police department and community agency and organizations.
7.	Monitors and observes patrol or investigative activities to ensure that conduct and performance conforms to department standards.
8.	Schedules and conducts meetings.
9.	Maintains departmental equipment, supplies and facilities.
10.	Maintains liaison with community groups.
11.	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)**

Supervises, advises, develops, and sets goals for their Divisions.

Monitors annual budget and capital budget. Manages and provides budget updates and recommendations.

Works with other village departments on various programs.

Monitors employee compliance with department general orders, village policy manual, departmental Rules and Regulations, union contracts, and directives from the Chief of Police.

Monitors scheduling, staffing, and sick time use.

Involved in research and development programs, contacts, grants, and crime trends and analysis.

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.)
- ☐ Doctoral degree (Ph.D)

Degree or coursework should be in...

Police sciences, law enforcement, criminal justice administration, public administration, or closely related field

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...
- ☐ Experience in management capacity...
- ☐ Must meet the requirements as set by the Fire & Police Commission

Minimum 1 Year Sergeant Rank and having successfully completed probationary period.

Enter number of years required here

Computer Skills (Select as appropriate)

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

Microsoft Office, LEADS, Motorola P1, CAD, DACRA, Lexis Nexis, Evidence.com, Frontline

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- | | | |
|-------------------------------------|---------------------|--|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input checked="" type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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)

- | | | | |
|-------------------------------------|--------------------------------|---|----------------------|
| <input checked="" type="checkbox"/> | Foreign language skills | Ability to speak and/or read, write and comprehend... | <input type="text"/> |
| <input type="checkbox"/> | A Plus | | |
| <input type="checkbox"/> | Preferred | | |
| <input type="checkbox"/> | Required | Required Language | Enter language here |

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.

Ability to perform work requiring good physical condition.

Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Mentor, direct, supervise, develop, motivate and evaluate the performance of employees.

Considerable knowledge of modern law enforcement principles, procedures, techniques.

Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.

Must be able to organize multiple tasks; need to be able to plan special events, meetings, and coordinate last minute events.

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.

(mark all 17 activities)

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

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)

☒ Absence of color blindness

☐ Corrected vision of...

☐ Uncorrected vision of...

Enter specific vision requirement here

Enter specific vision requirement here

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)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:



Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____