



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

EFFECTIVE DATE: August 2018

DEPARTMENT: Police	WORK LOCATION: Police Station		FLSA STATUS: Exempt
CLASS CODE: 4700	RANGE: 28P	PENSION: Police	UNION: NU
REPORTS TO: Chief of Police	LEVEL OF SUPERVISION RECEIVED: General direction of the Chief of Police		LICENSE/CERTIFICATES: Successful completion of Northwestern University's Traffic Institute School of Police Staff and Command or FBI National Academy or equivalent

SUMMARY:

Performs complex managerial and technical work to develop and institute departmental goals and objectives by supervising, managing and/or coordinating the assigned Bureau of the Police Department. Work includes personnel, budget, policy, procedures, training, discipline, community programs and public relations in accordance with current local, state and federal laws.

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, trains, sets goals and develops the Department members who are under your direct span of control. Monitors overtime, court time, and sick time used by personnel; monitors scheduling to ensure adequate manpower is always available; monitors internal investigations; reviews and makes recommendations on employee status, salary changes, position duties, hiring, work-related injuries and	Daily

	property damage, dismissal and discipline for final approval by the Chief. Monitors employees' compliance with the Personnel Policy Manual, the Police Department's Rules and Regulations and General Orders and directives from the Chief of Police.	
2.	Reviews daily activity and stays abreast of all reported crimes and incidents within the Village on a daily basis. Supplies information to all Divisions regarding staffing positions and assignments. Develops and recommends changes to existing policies procedures and programs. Monitors Village, local and national trends in crime and service calls to use for analysis and to make projections; Ensures current programs continue to be addressed, including local, state and federal grants.	Daily
3.	Plans, coordinates, and directs implementations of the annual Police Department's Goals and Objectives, performance measures, and budget.	Quarterly
4.	Attends departmental and Village Board meetings. Represents the Village at meetings of civic groups and the general public and makes presentations; communicates reports, correspondence, studies and/or recommendations via written and/or oral communications. Assumes the duties and responsibilities of police spokesman to the news media at the direction of the Chief of Police.	Weekly
5.	Responds to, coordinates, and directs major crime scenes and/or incidents which occur within the Village as directed by the Chief of Police.	Daily
6.	Maintain good working relationship with employees of the Department, as well as other Village Departments, in order to foster an atmosphere of mutual cooperation.	
7.	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

JOB NO.	OTHER RELATED DUTIES
1.	Provides back up to and for the Chief of Police.
2.	Serves as Acting Chief when necessary.
3.	Receives and follows up on public complaints by direct handling or assigning to appropriate personnel.
4.	Follows Village-wide and departmental safety rules and practices.
5.	Writes annual performance evaluations for Commanders under direct span of control.
6.	Serves as a member of various employee committees.
7.	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, trains, sets goals and develops the Lieutenants under direct span of control as appointed by the Chief of Police.
- Monitors overtime, court time, and sick time used by Department personnel.
- Monitors scheduling to ensure adequate manpower is always available.
- Develops and monitors annual police department budget and capital improvement budget.
- Monitors internal investigations.
- Reviews and makes recommendations on employee status, salary changes, position duties, hiring, work-related injuries and property damage, dismissal and discipline for final approval by the Chief.
- Monitors employees' compliance with the Personnel Policy Manual, the Police Department's Rules and Regulations and General Orders and directives from the Chief of Police.
- Involved in Research and Development of programs, contacts, grants, crime trends and analysis.
- Attends various board meetings and represents the Department with the Illinois and International Association of Chiefs of Police.

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...

Enter degree or coursework here

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...

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- 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:

Enter specific application(s) here

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)

Foreign language skills Ability to speak and/or read, write and comprehend...

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.

Planning/Organizing – Must be able to organize multiple tasks, need to be able to plan special events, meetings, coordinate last-minute events.

Problem Solving – Identifies and resolves problems, excels in conflict resolution.

Computer Skills – Be able to enter and retrieve data and text information.

Management Skills – Ability to manage people and projects.

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)

----- 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)

Absence of color blindness

Corrected vision of...

20/20

Uncorrected vision of...

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)

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

Environmental Conditions

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

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

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.

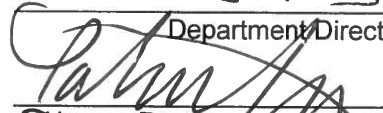
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



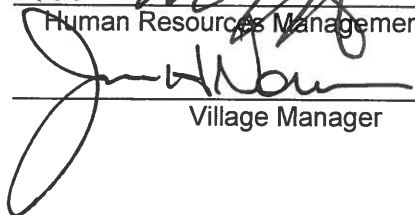
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____