

## **CITY OF GENOA**

### **POLICE CHIEF**

JANUARY 2024

This description is intended to present a descriptive list of the range of duties performed by employees in the class. This description is **not** intended to reflect all duties performed within the job.

#### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Police Department including law enforcement, crime prevention and crime suppression programs; to coordinate assigned activities with other city departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator and Mayor.

The Police Chief requires consistent attention and commitment to the mission and policies of the Genoa Police Department. The Police Chief must conduct himself/herself in a manner, both on and off duty, which supports the highest standards of the law enforcement profession and does not bring disrepute or unnecessarily endanger the public's trust or confidence in the Department, the City, or its members. This position requires a high level of problem-solving ability, self-initiative, and the ability and willingness to work the majority of the time without direct supervision.

This position is appointed by the Mayor with the advice and consent of the City Council.

#### **Essential duties and responsibilities**

1. Assume full management responsibility for all Police Department services and activities including law enforcement, crime prevention and crime suppression programs; recommend and administer policies and procedures;
2. Direct the development and implementation of Police Department goals, objectives, policies and priorities for each assigned service area.
3. Oversee and participate in the development and administration of the Police Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
4. Establish, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level supervisory personnel, the assignment of projects and areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems; identify opportunities for improvement; direct and implement changes.
6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

7. Select, train, motivate and evaluate Police Department personnel and ensure compliance with professional standards of conduct and departmental policies and procedures; provide or coordinate staff training and career development; implement discipline and termination procedures.
8. Represent the Police Department to other city departments, elected officials and outside agencies; coordinate Police Department activities with those of other departments, outside agencies and organizations; and attend meetings as assigned by the City Administrator.
9. Maintain a positive working relationship with other departments, elected officials, media, outside agencies and Union; maintain a strong positive relationship with the community.
10. Serve as a resource for law enforcement personnel, City staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive, safe, and harmonious work environment.
11. Develop and conduct problem solving and identification training exercises; respond to questions and inquiries.
12. Direct and assist with investigation of major crimes, accidents, or other incidents.
13. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Perform other duties as assigned by the City Administrator and the Mayor.

## **QUALIFICATIONS:**

### **Knowledge of and Experience in:**

- ❖ Operations, services and activities of a comprehensive municipal law enforcement program
- ❖ Principles and practices of program development and administration
- ❖ Modern principles, practices, and techniques of police administration, organization and operation.
- ❖ Methods and techniques of investigation, identification, and collection of evidence.
- ❖ Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- ❖ Principles and practices of crime prevention, suppression and law enforcement
- ❖ Principles and practices of organization, administration and personnel management
- ❖ Methods and techniques of public relations
- ❖ Principles and practices of municipal budget preparation and administration.
- ❖ Management skills to analyze programs, policies, and operational needs.

- ❖ Use of firearms and other modern police equipment.
- ❖ Recent court decisions and how they affect department operations
- ❖ Principles of supervision, training, and performance evaluation
- ❖ Pertinent Federal, State and local laws, codes and regulations

**Ability to:**

- ❖ Manage and direct a comprehensive law enforcement program
- ❖ Develop and administer departmental goals, objectives, and procedures
- ❖ Analyze and assess programs, policies, and operational needs and make appropriate adjustments
- ❖ Identify and respond to sensitive community and organizational issues, concerns and needs
- ❖ Plan, organize, direct and coordinate the work of lower level staff
- ❖ Delegate authority and responsibility
- ❖ Select, supervise, train and evaluate staff
- ❖ Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- ❖ Research, analyze, and evaluate new service delivery methods and techniques
- ❖ Perform criminal investigations involving complex and sensitive situations
- ❖ Respond to requests and inquiries from the general public
- ❖ Prepare clear and concise administrative reports
- ❖ Prepare and administer a large and complex budget
- ❖ Discharge firearms in a safe and effective manner
- ❖ Interpret and apply applicable Federal, State and local policies, laws, and regulations in all manners pertaining to the day to day operations of the Department
- ❖ Administer life-saving procedures (CPR, first aid, etc.)
- ❖ Conform with physical fitness standards required of various physical activity required by Police Department Staff in day to day and emergency situations
- ❖ Communicate clearly and concisely, both orally and in writing.
- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
- ❖ Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- ❖ Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience:**

Ten years of progressively responsible supervisory and administrative law enforcement experience; including three years equivalent to Sergeant or equivalent position. Current or prior Illinois law enforcement experience is required.

**License or Certificate**

Certification as a Police Officer in the State of Illinois

Successful completion of the School of Staff and Command or FBI National Academy

Possession of a valid Class D Illinois Driver's License  
Possession of an Illinois Firearms Owners Identification Card

## **WORKING CONDITIONS**

**Environmental Conditions:** Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.

**Physical Conditions:** Sufficient physical ability to perform heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging of firearms; reacting quickly to emergency situations; operating motorized vehicles.

**Vision:** Ability to see within the normal visual range with or without correction;

**Hearing:** Ability to hear in the normal audio range with our without correction.

This position involves regular and irregular shift work necessary to provide police services 24 hours a day, 7 days a week, 52 weeks a year including weekends and holidays. Hours may vary due to workload, emergency, disaster, officer shortage, or other good cause.