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## COMMANDER JOB DESCRIPTION

### POSITION SUMMARY

This position is responsible for directing, coordinating, and supervising a division of the Police Department. Work requires the application of advanced knowledge and abilities in the planning and execution of assignments.

Incumbents in this position are appointed at the discretion of the Police Chief.

Responds to and interacts with the general public, residents, elected / public officials, supervisory personnel, employees, and/or others within and outside of the organization in a courteous, professional and effective manner.

Under direction, the incumbent receives guidance in terms of broad goals and overall objectives and establishes the methods to attain them. Generally the incumbent is in charge of an area of work and typically formulates policy for this area, but does not necessarily have final authority for approving policy.

Work is performed in an office environment; may occasionally perform work in an outdoor environment that requires the incumbent to work in: all weather conditions; poor lighting; a variety of terrains; varying noise levels; and to sit, climb, drive, balance, stoop, kneel, crouch, reach, walk, run, stand, push, pull, lift, hear / listen, and see / observe. Uses personal protective equipment to prevent exposure to hazardous situations.

Work scheduled overtime and be available for emergency overtime when the need arises by responding to overtime call outs before and after standard scheduled hours of work.

### ESSENTIAL DUTIES

Essential or primary duties and responsibilities.

### PATROL

1. Directs, supervises, and coordinates Patrol Division activities; plans, assigns, and reviews the work of subordinate supervisors; ensures adherence to rules, regulations, policies, and procedures; monitors demands for service; adjusts personnel deployment accordingly.

**Courage. Pride. Commitment.**

2. Plans and implements police resources for major and minor events and requests for Police Officers and support staff for extra details as requested.
3. Patrols the Village and provides backup to subordinate supervisors and officers as necessary; assists in the apprehension and arrest of law violators; when necessary, handles calls for service and writes reports.
4. Reviews and assists in developing Police Department policy and procedures; interprets and enforces adherence to policy; responds to citizen complaints.
5. Trains, supervises, and evaluates the performance of subordinate supervisors; recommends discipline and personnel actions as needed; provides counsel and advice as needed; facilitates staff development in order to enhance efficiency and effectiveness; coordinates safety training and other personnel training programs; communicates safe work standards and practices.
6. Reviews subordinate supervisor and officer reports and records to identify reporting deficiencies, to keep abreast of individual performance and to identify trends or cases requiring additional action.
7. Reviews, evaluates and develops programs, policies, and procedures for various division operations.
8. Assists with preparation of division budget; performs cost control activities; monitors expenditures.

## **INVESTIGATIONS**

1. Directs, supervises, and coordinates the investigations division activities; plans, assigns, and reviews the work of subordinates; insures adherence to rules, regulations, policies, and procedures; monitors demands for service; adjusts personnel deployment accordingly.
2. Trains, supervises, and evaluates the performance of subordinates; recommends discipline and personnel actions as needed; provides counsel and advice as needed; facilitates staff development in order to enhance efficiency and effectiveness; coordinates safety training and other personnel training programs; communicates safe work standards and practices.
3. Manages cases and gathers information on pending criminal cases; conducts telephone conferences with victims, witnesses, Assistant State's Attorneys and other police agencies.

4. Reviews subordinate supervisor and detective / officer reports and records to identify reporting deficiencies, to keep abreast of individual performance and to identify trends or cases requiring additional action.
5. Reviews, evaluates and develops programs, policies, and procedures for various division operations.

#### **ADMINISTRATIVE**

1. Assists in developing, updating, and maintaining departmental policies and procedures; establishes record keeping procedures, methods, and standard operating procedures; prepares and reviews compliance reporting documents for the department; facilitates compliance with all applicable state and local regulations; reports and resolves instances of non-compliance.
2. Directs, supervises, and coordinates the activities of school crossing guard program.
3. Prepares and makes recommendations on capital and equipment budgets for assigned program areas; tracks costs and analyzes cost effectiveness; authorizes purchases; assists in preparing bid specifications; obtains and reviews price quotations and bid specifications; maintains records of work.
4. Institutes safety training programs and works with the safety committee to communicate safe work standards and practices.
5. Oversees inventory management of material, supplies, and equipment used in department projects; requisitions the necessary supplies; manages department equipment replacement program.
5. Conducts research and prepares for grant applications related to police department needs; coordinates administration and documentation of grant money received for the department.
6. Oversees CALEA files.

#### **OTHER RELATED DUTIES**

Performs related tasks or other duties as assigned.

#### **LICENSE / CERTIFICATION**

Certification or license required to be able to perform in the job role.

Valid driver's license.

Law Enforcement Agency Data System (LEADS).