
POLICE CHIEF JOB DESCRIPTION

POSITION SUMMARY

The Chief of Police is an exempt position appointed by the Mayor with the approval of a majority vote of the Village Board of Trustees. The Chief of Police works closely with the Village Administrator and Village staff to provide for prevention and suppression of crime, protection of life and property, enforcement of laws and ordinances and the preservation of the peace.

The Chief of Police is the chief executive officer of the department and the final departmental authority on all matters of policy, operations and discipline. He is responsible for the planning, budgeting, staffing, directing, coordinating and controlling of all department functions and activities; for maintaining safe working conditions in the department and overseeing compliance with the safety procedures and policies of the Village; for ensuring the continued efficient and effective operation of the department; for the maintenance of positive relations with citizens of Mundelein, the Village government and all other agencies.

EXAMPLES OF WORK

1. Direct the administration and operations of the department in the most cost-effective manner.
2. Establish, in written form for all employees, policies, procedures, rules and regulations and directions for the administration and operation of the department.
3. Discipline employees in accordance with Village ordinances and work rules for breaches of department policies, procedures, rules and regulations and directions with measures within his authority, including suspension or filing of charges with the Police and Fire Commission.
4. Serve as the appointing authority for appointment to Police and Fire Commission exempt positions within the department other than his own.
5. Oversee the fiscal management of budgetary resources.
6. Review offense reports, arrest reports, accident reports and case reports prepared by Mundelein Police Department officers.
7. Prepare reports for Mayor and Village Board on Mundelein Police Department activity.

Courage. Pride. Commitment.

8. Prepare traffic surveys or other reports as directed by the Mayor, Village Board or Village Administrator making recommendations as needed.
9. Provide information to the media about department activities, investigations and projects.

QUALIFICATIONS

Bachelor's degree in a police-related field. Ten (10) years progressive experience with a law enforcement agency, at least five (5) years of which are in a supervisory capacity with a comparably sized department.

Experience and specialized police training may substitute for education.

Thorough knowledge of principles and practices of police administration and police methods and procedures. Good administrative and communication skills with a high level of professional standards.