



Thomasboro Police Department

“Community Commitment”



CHIEF OF POLICE VILLAGE OF THOMASBORO, IL

BASIC JOB FUNCTION

The Chief of Police performs highly responsible administrative work in directing all operations of the Thomasboro Police Department. Work is performed under the administration of the Village Board of Trustees-Police & Public Safety Committee.

PRINCIPAL RESPONSIBILITIES AND DUTIES

- Plans, organizes, and directs all employees and operations of the Police Department in the enforcement of laws and village ordinances, the prevention of crime, the investigation of traffic matters and criminal cases in the protection of life and property
- Demonstrates initiative, exercises wide discretion and generally functions independently with respect to technical police and law enforcement procedures and practices
- Formulates and enforces departmental rules and regulations and work methods and procedures; develops programs and procedures to meet new situations to improve operations and effectiveness
- Receives and evaluates complaints filed against departmental personnel; investigates, reviews and renders decisions of the findings
- Reviews the activities and reports of all officers, counsels staff on departmental policies, procedures and practices
- Prepares annual departmental budget estimates and recommendations, and controls the expenditure of all departmental funds; prepares applications for and oversees administration of all State and federally assisted projects
- Makes presentations to the Village Board, citizens and special interest groups to provide information regarding police services and programs and to maintain effective community relations
- Prepares statistical and narrative reports for submission to the Village Board, local, State and federal law enforcement agencies; maintains various departmental records
- Develops and implements training for department personnel

REQUIRED KNOWLEDGE

The Chief of Police should demonstrate comprehensive knowledge of the following:

- Principles and practices of modern police science, administration and crime prevention
- The use of modern police equipment and methods of crime detection and investigation, criminal identification, and radio communications
- The use of police records and their application to the solution and evaluation of police problems
- Methods for the effective planning of police programs and assignments
- Criminal, civil, juvenile and traffic laws; police procedures; safety rules and regulations; and the court system and procedures

REQUIRED SKILLS

The Chief of Police should demonstrate proficiency in the following professional skills:

- Ability to plan, organize and direct the programs and operations of the police department
- Develop and effectively administer law enforcement and grant programs
- Present and express ideas clearly and effectively in oral and written communications
- Demonstrate resourcefulness, tact and exercise sound judgment in emergency situations
- Establish and maintain effective relationships with other law enforcement agencies, government agencies, and the general public

EDUCATION

High school graduate or equivalent required; prefer college degree in criminal justice or related field

LICENSE AND CERTIFICATIONS

Must possess certification as a police officer through the Illinois Law Enforcement Training and Standards Board; valid Illinois driver's license; current firearm qualified

EXPERIENCE

Prefer at least five years of experience in law enforcement, with some supervisory experience