

ORDINANCE NO. 85-2

AN ORDINANCE ESTABLISHING THE POSITIONS OF SHIFT COMMANDER
OF THE POLICE DEPARTMENT OF THE VILLAGE OF CHATHAM

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE
VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: There hereby is established and created in the
Police Department of the Village of Chatham the position of Shift
Commander, commencing ~~February~~ ^{March} 1, 1985.

Section 2: The position of Shift Commander shall be temporary
and shall be terminable by the Board of Trustees of the Village of
Chatham. on August 1, 1985.

Section 3: Persons holding the position of Shift Commander from
time to time shall be appointed from personnel of the Police Department of
the Village of Chatham by the ^{Village President.} ~~Chief of Police and shall serve at the
pleasure of the Chief of Police,~~ subject to ratification and confirma-
tion by the Board of Trustees of the Village of Chatham.

Section 4: Persons appointed to the position of Shift Com-
mander of the Village of Chatham shall receive the sum of One Hundred
Fifty (\$150.00) Dollars per month, in addition to any other compensation
such person might otherwise receive from the Village of Chatham, which
sum shall be paid at the times that other compensation is paid to such
person.

Section 5: Responsibilities of all persons who shall be ap-
pointed as Shift Commander shall be as follows:

I. GENERAL DUTIES AND RESPONSIBILITIES:

- A. The Shift Commander shall be responsible for assisting the Chief of Police in the discharge of his duties. He shall execute all orders of the Chief promptly and efficiently.
- B. The Shift Commander shall stand ready to assume full command of the Police Department in the absence of the Chief.
- C. The Shift Commander shall make decisions and issue orders willingly within the scope of his authority and accept the responsibility for his own determinations and decisions. He shall not abuse authority but will be ready to shoulder responsibility and exercise it judiciously.

- D. The Shift Commander shall be thoroughly familiar with departmental organization and the function of each unit. He shall know the overall policies of the Department and those of the various functions.

II. SUPERVISORY RESPONSIBILITIES:

- A. The Shift Commander shall be responsible for enforcing all departmental rules and regulations pertaining to performance of patrol work and to the conduct and performance of the Patrolman. He shall make every attempt to handle infractions of rules and regulations of a minor nature at his level, but shall not hesitate, when necessary to refer the matter to higher authority for disciplinary actions provided for under the rules and regulations of the Department.
- B. The Shift Commander shall supervise and direct the performance of field duties of officers under his command as to adherence to departmental policies and procedures, to execution of assignments, and to compliance with sound public relations responsibilities.
- C. The Shift Commander shall assign members of his command to duty at such times and places as required by an analysis of needs. He shall make assignments as reasonable as possible under existing conditions and shall avoid hardship and exposure whenever possible.
- D. The Shift Commander shall never explode or "chew out" an officer for making a mistake. He shall embrace the principle that self discipline is essential before one can discipline others. He shall determine the cause of the mistake and shall take appropriate steps to remedy the defect in a firm, courteous manner. He shall never jump to conclusions in judging the actions of men under his command but shall make sure he knows all the facts before reaching a decision as to what course of action to follow.
- E. He shall make periodic checks with the men in his command while they are on patrol observing the conditions and completeness of equipment, the officer's appearance, and his work method. He shall, whenever necessary, point out firmly and courteously officer's areas of deficiency and insist upon the necessary corrections.
- F. He shall regularly ride with members of his command for the purpose of checking the officer's operational techniques. He shall constantly evaluate the performance and abilities of all members of his command in order to provide specific information and training.
- G. He shall make special checks of new members of the Department until he has thoroughly familiarized himself with the performance and ability of the new men.
- H. He shall periodically check the performance of his men in court. He shall check on cases lost to determine the causes and shall particularly look for any omissions or weaknesses which could be attributed to case preparation.

III. PERSONNEL MANAGEMENT RESPONSIBILITIES

- A. The Shift Commander as the direct link between the Chief and the Patrolman has the responsibility of keeping the Chief informed of personnel problems as well as diligently seeking out sources of discontent. He must recognize that since he is the officer's direct contact with the Chief his personal conduct and standards must be above reproach, and he shall discharge his duties and responsibilities in a courteous, firm and impartial manner.

- B. The Shift Commander shall encourage all officers under his command to come to him to discuss problems of both a personal and departmental nature. He shall not avoid issues which may be personally distasteful to himself but shall, by his actions, express the Department's policy of taking a sincere interest in the problem of its personnel.
- C. He shall be thoroughly familiar with all personnel in his command. He shall be familiar with personality, limitations, weakness, and outstanding qualities of each individual of his command and shall in making assignments, take all of these factors into consideration.
- D. He shall be aware of and look for signs of low morale. He shall locate the factors or conditions affecting morale and work to improve them. He shall report to the Chief conditions which he cannot correct or influence and shall support his men insofar as possible representing them adequately.
- E. He shall be aware of how to distinguish between a good and a poor job and shall know what factors affect productivity and performance. He shall evaluate group and individual activities by establishing gauges. He shall make periodic reports commending personnel under his command as well as reporting failures or weaknesses.

IV. TRAINING RESPONSIBILITIES:

- A. The Shift Commander shall be responsible for noting any deficiency in performance of men in his command and through assistance and advice strive to bring their performance to acceptable levels. He shall constantly keep abreast to the latest techniques in the police field and pass them on to the men of his command.
- B. He shall advise the Chief of areas of performance in which training deficiencies appear and recommend what steps should be taken to relieve this deficiency.
- C. He shall be prepared to participate in some phases of the formal training programs. He shall constantly strive to improve his own supervisory capacity.
- D. He shall understand the importance of the supervisory function in improving personnel and shall be familiar with various training methods and approaches. He shall support the departmental training program in word and attitude.
- E. A Shift Commander's principal responsibility shall be to keep his subordinates informed and current in matters pertaining to their work. His primary function is being a teacher.

V. PUBLIC RELATIONS:

- A. The Shift Commander shall work at promoting public relations in all ways possible and shall consistently "sell" the Department through demonstrated good service. He shall develop attitudes and practices of men under him.

VI. ADMINISTRATIVE RESPONSIBILITIES:

- A. The Shift Commander shall acquaint himself with special events scheduled to take place in this area and make plans to handle the situation beforehand. He shall evaluate the need for police supervision, check the availability of police personnel, and make plans for assignment. At the conclusion of the event, he shall review operation for future reference.

- B. He shall check the daily work reports of men in his command for the purpose of determining officer performance and areas of deficiency. He shall require that all officers in his command file reports within the required time as set forth by departmental policy.
- C. He shall make use of records in evaluating the performance of his men, planning activities, making assignments, etc. He shall maintain all records required of him current and accurate.

VII. STAFF:

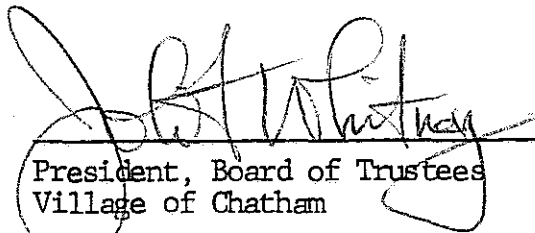
- A. The Shift Commander shall make oral and written reports to the Chief making suggestions and recommendations of all valid and appropriate matters relative to improvement of service.

VIII. MISCELLANEOUS:

- A. The Shift Commander shall keep himself in the best of health and shall guard against the tendency of physical strain to influence his temper, judgment, attitude and general disposition.
- B. He shall study himself for indications of irritability, impatience and nervousness on his part and work to minimize them. He shall maintain his composure under pressure and make decisions on an intelligent rather than an emotional basis.
- C. The Shift Commander shall meet Department standards in firearms proficiency as set by departmental policy.

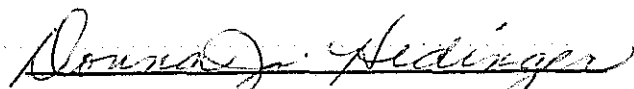
Section 6: This Ordinance shall be effective upon passage and approval as provided by law.

PASSED 2/26, 1985
 APPROVED 2/26, 1985



 President, Board of Trustees
 Village of Chatham

ATTEST:



 Village Clerk