

ORDINANCE NO. 36-27

AN ORDINANCE IN REGARD TO ESTABLISHING
THE POSITION OF SERGEANT OF THE VILLAGE POLICE FORCE

WHEREAS, from time to time the Village Board of Trustees or the Chief of Police have formally or informally appointed a patrolman to be "Shift Commander", or by some other title and description designated an officer to be in command when the Chief of Police was absent, or when there was no Chief of Police employed by the Village;

WHEREAS, it has been determined that the position of Sergeant should be created and established so that the Village Board of Police Commissioners can commence their duties of formulating a test, advertising for candidates, administering the test, and establishing a list of persons eligible to be considered for the position of Sergeant, at such time as the Village Board of Trustees should authorize employment of a police officer in the position of Sergeant.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS as follows:

1. The position of Sergeant of the Police Department is hereby established, and the job description for such position shall be as follows:

General Duties and Responsibilities

- A. The Sergeant 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 Sergeant shall stand ready to assume full command of the Police Department in the absence of the Chief, and share stand-by duties with the Chief as scheduled.
- C. The Sergeant 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 Sergeant 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.

Supervisory Responsibilities

- A. The Sergeant 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. The Sergeant 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 Sergeant 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 Sergeant 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 Sergeant shall never reprimand an officer in the presence of others. He shall embrace the principal 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 man.
- 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.

Personnel Management Responsibilities

- A. The Sergeant 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 Sergeant 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.

Training Responsibilities

- A. The Sergeant 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 Sergeant'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.

Public Relations

- A. The Sergeant shall work at promoting public relations in all ways possible and shall constantly

"sell" the Department through demonstrated good service. He shall develop attitudes and practices of men under him.

Administrative Responsibilities

- A. The Sergeant shall acquaint himself/herself 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 operations 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.

Staff

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

Miscellaneous

- A. The Sergeant shall keep himself/herself in the best of health and shall guard against the tendency of physical strain to influence their tempers, judgments, attitudes and general dispositions.
- 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 Sergeant shall meet Department standards in firearms proficiency as set by departmental policy.
- D. The Sergeant shall perform all other duties that may be assigned to him/her by the Chief.

2. The position of Sergeant of the Police Department shall be filled in accordance with the Illinois Municipal Code and the regulations of the Chatham Board of Police Commissioners adopted pursuant to the statutory authority and duty, at such time as the President and Board of Trustees deems such hiring necessary and appropriate in the efficient and effective operation of the Chatham Police Department, authorizes the filling of the position, and appropriates funds for payment of the salary and benefits for such new employee.

3. This Ordinance shall be effect upon its passage and approval.

PASSED by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois this 16th day of Dec., 1986.

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Donna D. Heidinger
Deputy Clerk of the
Village of Chatham, Illinois

APPROVED by the President of the Village of Chatham, Illinois this 16 day of Dec, 1986.

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President of the
Village of Chatham, Illinois

ATTEST:

Donna D. Heidinger
Deputy Clerk of the
Village of Chatham, Illinois