

ORDINANCE NO. 89-30

AN ORDINANCE ESTABLISHING VARIOUS POSITIONS  
IN THE POLICE DEPARTMENT

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF  
TRUSTEES OF THE VILLAGE OF CHATHAM AS FOLLOWS:

SECTION I. That Ordinance 86-27, "An Ordinance Establishing the Position of Police Sergeant"; Ordinance 86-5, "An Ordinance Establishing the position of Shift Commander"; and Ordinance 76-10, "An Ordinance Authorizing the Hiring of Auxiliary Police Officers" are hereby repealed.

SECTION II. That the exempt position of Assistant Chief of the Police Department is hereby established and the job description for such position shall be, but is not limited, to the following:

(a) The Assistant Chief of Police shall assume the operational role of Chief Administrator of the Chatham Police Department as designated by the Chief of Police. The duties will be primarily administrative in nature with emphasis on such activities as operational problem solving, identification of training needs, and assistance in the development of operational procedures. He/she shall possess a knowledgeable interpretation of all departmental policies with an overall responsibility for the shifts to ensure coordination and efficiency within those shifts.

(b) The Assistant Chief of Police shall insure that all information relative to the operation of the department is passed down to all personnel and assure that communication flows upward in an efficient manner. He/she shall keep the Chief of Police advised of personnel problems and diligently seek solutions to those problems. The administrative responsibilities, as well as the day to day duties as described are not all inclusive or exhaustive expectations of responsibilities.

SECTION III. That the position of Sergeant of the Police Department is hereby established and the job description for such position shall be, but is not limited to, the following:

(a) He/she shall:

(1) Supervise uniform patrol officers.

(2) Be held responsible for the appearance, conduct, discipline and strict attention to duty of all officers under his/her command.

(3) Thoroughly familiarize him/her self with the duties of patrol officers and shall assist and instruct officers under his/her supervision in the proper discharge of their duties.

(4) Counsel subordinates in the performance of their duties and take suitable action in the case of incompetence, inefficiency, laxity, misconduct, or neglect of duty that may come to his/her attention.

(5) Unless otherwise ordered, be present at regular roll call of patrol officers and shall inform him/her self as to all special duty assignments, orders and instructions to ensure that all duties are performed and orders carried out.

(6) Make necessary assignments of patrol officers under his/her command during his/her tour of duty.

(7) At the conclusion of roll call make a careful inspection of patrol officers to ascertain that they are properly uniformed and equipped and fitted for duty.

(8) At the conclusion of roll call, inspect each vehicle reported to have new damage or mechanically out of order before the vehicle is taken out of service.

(9) Patrol within the village limits and shall be responsible for the efficient handling of all calls for service.

(10) Constantly observe and follow-up the activities of patrol officers to ascertain whether police duties and orders are promptly and efficiently executed.

(11) During his/her tour of duty, visit all assigned areas of patrol and patrol officers detailed to public gatherings, guard duty, or other special duties assignments as often as practicable.

(12) If a patrol officer is absent from his/her assigned area of patrol, failed to report over the radio, or neglects any other duty, make a diligent investigation into the situation and promptly correct the situation.

(13) When he/she has been out of service for a protracted period, ask the dispatcher for information on incidents deserving his/her attention that may have occurred during his/her absence.

(14) Ensure that patrol officers shall not unnecessarily go off the air, out of service, or loiter at the headquarters.

(15) Personally respond to any emergency or occurrences of a serious or unusual nature which may arise, and shall take personal command in such cases as come under the jurisdiction of the patrol section.

(16) Coordinate the efforts of patrol officers with the activities of other agencies involved in the police functions.

(17) At all times maintain knowledge of how the Chief of Police can be contacted for messages and keep the Chief advised of any unusual incidents occurring during his/her tour of duty.

(18) At all times maintain a record of officers on duty and a list of telephone numbers of officers not on duty.

(19) Scrutinize all police reports completed by officers to ensure that they are accurate and in full detail.

(20) Perform other duties as directed by the Chief of Police or other ranking officer of which he/she is subordinate.

(21) Give personal attention to locations where crimes are frequently committed and ascertain the reason and take such action as is necessary to apprehend the criminals or eliminate the crimes.

(22) Frequently respond to routine calls for the purpose of observing the manner in which patrol officers respond and handle their calls, noting their degree of promptness, efficiency, and competence.

(23) Inspect headquarters at uncertain and unexpected hours to satisfy him/her self that officers are not unnecessarily loafing or loitering.

(24) Be directly responsible to his/her superior for the efficiency, discipline and morale of the patrol officers.

The duties as described are not all inclusive expectations of responsibilities.

SECTION IV. That the position of Sergeant of the Police Department shall be filled in accordance with the Illinois Municipal Codes and the regulation of the Board of

Police Commission adopted pursuant to the statutory authority and duty, at such time as the President and Board of Trustees deems such promotion necessary and appropriate for the efficient and effective operation of the Police Department, authorizes the filling of the position, and appropriates funds for payment of the salary and benefits for such position.

SECTION V. This Ordinance is effective immediately.

PASSED August 8, 1989

APPROVED August 8, 1989

PUBLISHED August 10, 1989

Carl D. Oblinger  
CARL D. OBLINGER  
VILLAGE PRESIDENT

ATTEST:

Rose Miller  
ROSE MILLER, VILLAGE CLERK