



VILLAGE OF OAK PARK
POSITION VACANCY NOTIFICATION – 07-JULY-2015

CLASSIFICATION	ANNUAL SALARY	DATE AVAILABLE	DEPARTMENT
POLICE COMMANDER - PATROL	\$90,000.00-\$125,000.00 (DOQ)	A.S.A.P.	POLICE DEPARTMENT/ PATROL

DEFINITION: A sworn police officer of the rank of Sergeant appointed to the exempt rank of Commander is assigned to command and manage a patrol shift or other specific division within the Oak Park Police Department.

EXAMPLES OF DUTIES *Essential and other important duties and responsibilities may include, but are not limited to, the following:* Adhere to and enforce all Department General Orders, Special Orders, Directives, Rules and Regulations, to ensure compliance on the part of subordinate personnel. Assume management responsibility at the shift level or division level including patrol, traffic enforcement, care and custody of property, and direct the enforcement of all laws and ordinances within the jurisdiction of the Department. Ensure that during their absence (i.e., days off) a Field Sergeant from the shift or division is assigned as Acting Watch Commander to coordinate operational functions, without assuming all critical tasks of said position. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Deputy Police Chief and Police Chief; implement improvements. Plan, direct, coordinate, and review the work plan for the assigned shift or division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures. Maintain reports, statistics and records of activities performed by staff in the assigned shift. Conduct Roll Call, take attendance, inspect uniforms/clothing and equipment, read and/or distribute Departmental directives and memorandums, and periodically conduct in-service training. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Review, approve and/or deny overtime, holidays, vacations, or compensatory time-off based on departmental work load needs. Serve as a liaison for the assigned division with other Village departments, divisions and outside agencies; negotiate and resolve significant and controversial issues. Provide responsible staff assistance to the Deputy Police Chief and Police Chief. Supervise investigation of complaints involving staff conduct; prepare and review disciplinary reports; make recommendations on disciplinary actions; review complaints and conduct internal investigations as assigned.

Other important responsibilities and duties: Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures as appropriate. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement. Respond to and resolve difficult and sensitive citizen inquiries and complaints; confer with citizens and Village officials on law enforcement problems; assist in the development of innovative municipal law enforcement policies. Perform related duties and responsibilities as required. **QUALIFICATIONS** *(Required at the time of hire and/or learned within a short period of time in order to successfully perform the assigned duties.)*

Knowledge of: Operational characteristics, services and activities of a comprehensive law enforcement program. Management skills to analyze programs, policies and operational needs. Principles and practices of program development and administration. Principles of supervision, training and performance evaluation. Law enforcement theory, principles and practices and their application to a wide variety of services and programs. Technical and administrative methods of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of property. Recent law enforcement court decisions and how they affect department operations. Use of computers and other modern police equipment. Functions and objectives of Federal, State, and other local law enforcement agencies. Pertinent Federal, State, and local laws, codes and regulations.

Ability to: Manage, direct and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel. Select, supervise, train and evaluate staff. Oversee and direct the operations, services and activities of the assigned shift. Develop and administer division goals, objectives and procedures. Prepare clear and concise administrative and financial reports. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local policies, laws and regulations. Meet and deal tactfully and effectively with staff and the public. Act quickly and calmly in emergencies. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including Village and other government officials, community groups, and the general public. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: *Sitting for extended periods of time; Operating assigned office equipment; and Drive an automobile.* Maintain effective audio-visual discrimination and perception needed for: *Making observations; Communicating with others; Reading and writing; and Operating assigned office equipment.* Maintain mental capacity which allows the capability of: *Making sound decisions; and Demonstrating intellectual capabilities.*

EXPERIENCE AND TRAINING GUIDELINES-Experience: Five years of law enforcement experience including one year as a Police Sergeant. **AND Training:** Possession of a bachelor's or equivalent degree from an accredited college or university with major coursework in police science, criminal justice, public administration or a related field is required; a graduate degree and/or advanced command level training from the FBI National Academy, Northwestern University Traffic Institute (NUTI), Southern Police Institute (SPI), North East Multi-Regional Training (NEMERT) or other general or specialized law enforcement training is desirable though not required. **AND License or Certificate:** Possession of police certification in Illinois is required. Possession of a valid Illinois driver license is a condition of employment.

LAST DATE FOR ACCEPTANCE OF APPLICATION: 01-AUGUST-2015

Submit resume, cover letter and contact information for 5 professional references by August 01, 2015 to Mysi DeSantis at: <http://www.govhrusa.com/current-positions/recruitment> Electronic submissions are required. Telephone inquiries: GovHR USA (847) 380-3240.



VILLAGE OF OAK PARK, ILLINOIS
POLICE COMMANDER - PATROL

The Village of Oak Park, Illinois (population 53,000) is seeking experienced police professionals as candidates to fill one vacant Patrol Commander Position in the Oak Park Police Department. An exempt sworn police officer at the rank of Commander is assigned to command and manage a patrol shift or other specific division within the Department.

The ideal candidate will have five years of law enforcement experience including one year as a Police Sergeant. Possession of a bachelor's or equivalent degree from an accredited college or university with major coursework in police science, criminal justice, public administration or a related field is required; a graduate degree and/or advanced command level training from the FBI National Academy, Northwestern University Traffic Institute (NUTI), Southern Police Institute (SPI), or other general or specialized law enforcement training is desirable though not required. Possession of police certification in Illinois is required. Possession of a valid Illinois driver's license is a condition of employment.

Those selected for final interviews will be required to complete a physical and psychological exam.

[Click HERE to view full job description](#)

<http://www.govhrusa.com/media/130750/oakpark-policepatrolcommander-description.pdf>

The annual salary range for this position is \$90,000 – \$125,000 DOQ. The Village of Oak Park is an Equal Employment Opportunity Employer Committed to a Diverse Workforce. Submit resume, cover letter and contact information for 5 professional references by August 01, 2015 to Mysi DeSantis at: <http://www.govhrusa.com/current-positions/recruitment>

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