



**REPORTS TO: POLICE CHIEF OR
DESIGNEE
EXEMPT – NON-UNION: GRADE 10**

POLICE COMMANDER

THIS POSITION IS POSTED INTERNALLY & EXTERNALLY ONLY UNTIL: October 4, 2024

Introduction

The Village of Oak Park Police Department welcomes applications for current vacancies in the Commander rank. Oak Park Police Commanders are responsible for the administrative, operational and fiscal oversight of assigned units providing a broad range of police and safety related services to the Village of Oak Park. Commanders support the Chief of Police in achieving community and organizational goals through the management of department strategies and objectives; and the implementation of operational and technological processes in accordance with the department work plan, policies and procedures and Village ordinances. Commanders are responsible for directing and reviewing the work of sworn and non-sworn personnel performing law enforcement and support activities including patrol, investigations, Community Service Officer (CSO), training, and administrative responsibilities including budget and project management.

Description of the Department:

The mission of the Oak Park Police Department is to provide high-quality law enforcement services that are accessible to all members of the community. Oak Park Police officers believe in the dignity of all people and respect individual and constitutional rights. The Department follows a community-based policing philosophy that relies on citizen involvement, problem solving, ethical behavior, leadership and the value of employees. This philosophy and its values guide interactions both within the Police Department and the community, as officers' work to promote quality of life by maintaining and improving peace, order and safety through excellence in law enforcement and community service.

Description of Oak Park

The Village of Oak Park is a thriving, transit-oriented community of approximately 52,000 residents adjacent to the west side of Chicago and known for its outstanding neighborhoods, architectural heritage, and innovative public policy initiatives. Within its 4.5 square miles reside one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages, and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a mayor and six trustees directs a professional manager to carry out policies and oversee day-to-day government administration. Village services and programs are performed by about 370 employees.

Minimum and Desired Qualifications

The successful candidate must have excellent oral and written communication skills.

Experience: If applying as a sworn police officer of the rank of Sergeant in the Oak Park Police Department: Three (3) years of law enforcement experience as a Police Sergeant preferred. A combination of experience and training will be considered for internal applicants. External applicants must have five (5) to seven (7) years of progressively responsible supervisory work experience in a law enforcement agency, three (3) of which must be in a managerial capacity.

Training: Possession of a bachelor's or equivalent degree from an accredited college or university with major coursework in public or business administration, organizational development or behavior, or a related field is required; a graduate degree is preferred. AND

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License or Certificate: Possession of a valid Illinois driver's license; possession of, or ability to obtain, an Illinois police officer certificate.

All applicants must be certified to be a police officer in the State of Illinois.

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.

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, motivate, direct and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.

Select, supervise, train, mentor, 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.

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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.

Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

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
- Drive an automobile.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned office equipment.

Sustain cognitive abilities that enable the potential for:

- Making sound decisions
- Demonstrating intellectual capabilities.

Instructions on how to apply

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654563279>

The annual compensation for this position is \$111,000.00 - \$160,950.00. For more information about the Police Commander position or to apply, visit <https://www.oak-park.us/your-government/human-resources-department>. Submit application, cover letter and resume by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL. 60302, by fax to 708-358-5107 or by email to jobs@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, health & life insurance, vacation, sick leave and other benefits.

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Department: Police

FLSA: Non-Union Exempt

Pay Grade: 10

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION:

Commander –An exempt member of the police department assigned to command and manage a Shift or Division.

FUNCTION:

Manages Police Department operations at the shift level or division level in accordance with the policy, rules, regulations, and directives established by the Chief of Police and Deputy Chiefs. The Commander may serve as the Acting Deputy Chief, when designated by the Chief or Deputy Chiefs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Police Chief of assigned Bureau.

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES – Critical and other essential duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities:

1. Adhere to and enforce all Departmental General Orders, Special Orders, Directives, Rules and Regulations, to ensure compliance on the part of subordinate personnel.
2. Analyze daily workload (i.e., crime patterns, calls for service, traffic problems, etc.) to provide a basis for personnel deployment. Issue day-to-day instructions; provide Period Operation Plans, Crime Bulletins, Special Watches and Mission Plans as needed and ensure that said plans are carried out and/or adjusted as needed.
3. Be responsible for the overall staffing of assigned shifts including the review, approval and/or denial of vacation, holiday or compensatory time off and the utilization of overtime.
4. Meet regularly with Sergeants to develop strategies consistent with the goals and objectives of the Department.
5. Review and approve or correct police reports submitted by Sergeants from their respective subordinates to ensure completeness and accuracy.



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6. Maintain reports, statistics and records of activities performed by officers under their command.
7. Conduct Roll Call, take attendance, inspect uniforms/clothing and equipment, read and/or distribute Departmental directives and memorandums, establish daily work assignments and periodically conduct in-service training.
8. Provide a twenty-eight (28) day police period schedule for all officers assigned to the watch covering manpower projections and days off. In addition, provide a twenty-eight (28) day police period schedule designating the Sergeant who will coordinate shift operational functions during the absence of the Commander, subject to the approval of the Deputy Chief of the assigned Bureau.
9. Oversee preparation of the Summary Report, which will contain all important incidents that occurred during assigned shift.
10. Recognize outstanding performance by unit members and inform their superiors by recommending appropriate awards and commendations.
11. Manage officer performance including coach, counseling and discipline in an equitable and fair manner, within the context of the collective bargaining agreement, department rules and policies and the Village Personnel Manual.
12. Review each arrest situation to determine the appropriateness of the charge. Accept responsibility for the completeness, accuracy, and legibility of all copies of the Arrest Report; and approve the formal filing of charges against the arrestee when probable cause exists.
13. Ensure compliance with arrestee processing, bail bond and search warrant procedures set forth in Departmental directives;
14. Conduct daily informal inspections, thereby ensuring that station facilities and equipment are kept in good order.
15. Ensure that Department-issued equipment (radios, shotguns, vehicles, etc.) are properly maintained and accounted for within prescribed Department policy.
16. Be responsible for police and Detention Facility security, station supervision of police personnel, and Ensure that Department resources are available when needed or requested and are utilized in the appropriate manner;
17. Monitor radio communications, to ensure compliance with established Departmental procedures.
18. Receive and investigate complaints from the public regarding actions of specific officers or delivery of police services. Comply with all of the investigative guidelines contained in Departmental directives regarding complaints and disciplinary procedures, including the Village of Oak Park Personnel Manual.
19. Uphold the Department's professional standards through the direct and immediate investigation of any instances that involve shots fired or weapon discharged; alleged criminal or otherwise improper conduct by Department members; incidents of resisting arrest and/or interfering with a police officer; assault and/or battery of a police officer; motor vehicle pursuits or any issues which may



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lead to a Brady charge.

20. Respond to, and assume command of, all hostage, barricaded, and terrorist incidents and all other major incidents that occur during their tours of duty; also, they will direct the performance of subordinates and coordinate the operations of all Departmental units at the scene, unless relieved by a higher-ranking officer.
21. Attend staff meetings or, if excused, direct another supervisor from the watch to attend when requested by his superiors;
22. Ensure that during their absence (i.e., days off) a Sergeant from the shift or division is assigned as Commander to coordinate operational functions, without assuming all critical tasks of said position;
23. Manages the department's fiscal programs including collecting, analyzing and presenting data for the department's performance management program; the coordination and development of the Department's operating budget; and general AP responsibilities.
24. Coordinates the Police Department's grant programs. Identifies grants and prepares or oversees the preparation of grant applications; and monitors compliance with the applicable terms of the grant.
25. Manage and provide oversight for the Department's payroll system in accordance to Department rules and regulations and collective bargaining agreements; advise command staff on appropriate processes for payroll matters. Review, approve and or deny vacation, holiday or compensatory time off for subordinate staff.
26. Monitors and analyzes legislation affecting the Department. Ensures that the operations functions supervised are in compliance with the Village, federal and state laws, rules and regulations and local codes and standards.
27. Implements changes to the processes to reflect changes in legislation and procedures.
28. Acts as Department liaison with the Human Resource Department in all matters relating to employment law and the collective bargaining agreement, worker's compensation, leave management, grievances, coaching and counseling and progressive discipline.
29. Performs all other related duties as assigned.

QUALIFICATIONS

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.



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- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- 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, motivate, direct and coordinate the work of sworn and non-sworn supervisory, professional, and technical personnel.
- Select, supervise, train, mentor, 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.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.

Maintain reasonable and predictable attendance.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:



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Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
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Sustain cognitive abilities that enable the potential for:

- Making sound decisions
- Demonstrating intellectual capabilities.

Experience and Training Guidelines

Experience: If applying as a sworn police officer of the rank of Sergeant in the Oak Park Police Department, must have three (3) years of law enforcement experience as a Police Sergeant. External applicants must have five (5) to seven (7) years of progressively responsible supervisory work experience in a law enforcement agency, three (3) of which must be in a managerial capacity.

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License or Certificate: Possession of a valid Illinois driver's license; possession of, or ability to obtain, an Illinois police officer certificate.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.