Virden Chief of Police Job Description

Executive Summary

The Chief of Police for the Virden Police Department manages and supervises both the full time and part time members of the department (PD), which includes officers and dispatchers. The Chief reports to and implements direction from the City Council, through the Police Committee (PC), and the Mayor. The Chief is also expected to be a “working Chief” in that the Chief, on occasion, will act as a Patrol Officer working a regular patrol shift. The Chief also is the primary investigator or may designate a qualified officer as detective. The Chief manages the budget for the PD, payroll, and scheduling issues, as well as any moderate to serious expenditures for equipment and repair. The Chief manages any out of the ordinary administrative issues such as FOIA requests, working agreements and compliance with Macoupin, Sangamon, other counties, State, Federal, employment, insurance, and Workman’s Comp. The Chief coordinates with the City Attorney dealing with legal and court matters.

Specific Duties

1. Administration:
   * Manage the police budget. Approve the payroll. Authorize payment of invoices. Keep a transmittal record of all invoices and other documentation. Record income and any cash taken in by the PD. Prepare budget recommendations for the PC. Research and apply for grants.
   * Manage personnel and personnel issues. Make recommendations and advise PC on contract negotiations. Document personnel performance and maintain personnel files. Manage workman’s comp and other labor issues. Cooperate with City Office Manager to conduct random drug testing. Provide a safe and tolerable work environment for employees, including the PD building and squad cars.
   * Manage employment, recruitment, and background investigation of applicants, including patrol officers and dispatch. Provide recommendations to PC of applicants.
   * Manage police patrol and dispatch including policy, procedures, training, and equipment.
   * Provide regular monthly reports to the City Council and any reports requested by the PC.
2. Operations:
   * When necessary, work as a patrol officer independently or as back up assistance.
   * Conduct follow up investigations and work as a detective to assist patrol officers with cases.
   * Research and purchase equipment for patrol, dispatch, firearms or other training, AED and other medical supplies; coordinate squad car maintenance.
   * Designate and supervise evidence room officer.
   * Maintain regular liaison with other law enforcement agencies, North Mac School District, Virden Area Association of Commerce, other Virden area community organizations, and the news media.
   * Implement policing of special events such as parades.
   * Maintain regular liaison with Virden Public Works Department; manage PD buildings and grounds.
   * Many of these duties may be designated to other qualified personnel at the discretion of the Police Chief.
3. Professional Standards:
   * Must have valid Illinois driver’s license.
   * Residency required within 6 months of hire date
   * Meet required Illinois State Training Board standards for Chief’s training.
   * Have current knowledge on LEA liabilities and risk management.

Salary is commensurate with relevant experience.

* Law enforcement experience; language, computer, and internet skills; narcotics training and experience; knowledge of the judicial system; and, above all, passion and leadership would all be considered advantageous.

Benefits:

* Health insurance is available after 60 days of employment; employee must pay small portion of the monthly premium.
* Retirement is through IMRF.

Applications can be picked up at the Virden Police Department or online at virdenpolice.com. Applications and resume must be received by 5 p.m. Monday October 5th 2020 at the Virden City Hall 101 W. Jackson St, Virden, IL 62690 or e-mailed to mlackey@virdenonline.org