



# Administrative and Classified Staff Job Description

<b>Position Code:</b>	ADMFECCP002
<b>Job Title:</b>	Chief of Police
<b>Employee Group:</b>	ADMIN
<b>Salary Grade:</b>	17
<b>Exempt/Non-Exempt:</b>	Exempt
<b>Like Positions:</b>	
<b>Reports To and Evaluated By:</b>	President
<b>Date Job Description Updated:</b>	07/18/17

### Purpose of Job

Elgin Community College is a comprehensive suburban community college welcoming over 16,000 students; 1,100 employees; and hundreds of visitors each year. The college's mission is to improve people's lives through learning and is carried out through the enactment of core values: excellence, equity, ethical practices, respect for diversity, freedom of inquiry, accountability, and community engagement. Oversee and direct the day-to-day operations of the ECC Police Department to ensure protection of life and property of the Colleges' students, staff, visitors and facilities. Direct the overall daily activities of sworn and un-sworn police personnel in the proactive policing efforts and enforcement of applicable federal, state and local laws.

<u>Specialized Know-How:</u>	E+. Basic Specialized -- Sufficiency in a technique which requires a grasp either of involved practices and precedents, or of scientific theory and principles, or both.
<u>Managerial Know-How:</u>	1. Activity -- Performance or supervision of an activity or activities specific as to objectives and content, with appropriate awareness of related activities.
<u>Human Relations Skills:</u>	3. Critical -- Alternative or combined skills to cause commitments, acceptance, motivate, negotiate, and/or mediate.
<u>Thinking Environment:</u>	E. Clearly Defined -- Clearly defined policies and principles.
<u>Thinking Challenge:</u>	3. Interpolative -- Differing situations requiring searches for solutions or new applications within areas of learned things.
<u>Freedom to Act:</u>	E. Clearly Directed -- Broad practices and procedures set by functional precedents and policies, specific operational plans, and/or managerial direction apply due to nature or size.
<u>Magnitude:</u>	3. Medium
<u>Impact:</u>	C. Contributory -- Interpretive, advisory, or facilitating services for use by others. Routine support services or production tasks for use or completion by others.
<u>Hay Grade Level:</u>	17

### Required Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required.

1. Bachelor's degree (BA/BS) from four-year college or university; or equivalent combination of education and/or experience.

2. Ten years of law enforcement experience in positions with increasing responsibility. Must include at least four years of senior command/management level experience.
3. Excellent understanding of law enforcement, especially as it relates to higher education.
4. Ability to think clearly and decisively in stressful and challenging situations.
5. Excellent oral and written communication skills.
6. Ability to anticipate problems and take steps to prevent them before they occur.
7. Must meet the State standards as required by the Illinois Law Enforcement Training and Standards Board for a sworn police officer.
8. An ability to lead through problem-oriented policing and community policing philosophies.
9. Mandatory annual firearms certification as required by Illinois Public Act 94-103.
10. LEADS and AED/CPR certification.
11. Strong leadership and organization skills.
12. Working knowledge of pertinent federal, state laws and local ordinances.
13. Knowledge of operation and use of Law Enforcement equipment.
14. Ability to adapt to changing field conditions including exposure to extreme weather conditions, intense physical activity and safety hazards.
15. Ability and skills to operate a variety of police vehicles and equipment during normal and emergency conditions in a safe and cautious manner.
16. Ability to work in a collaborative environment that is unique to a college or university.
17. Knowledge of threat assessment and Behavioral Intervention strategies.
18. Experience managing in a bargaining unit environment.
19. Working knowledge of budget management.

#### **Desired Knowledge, Skills and Abilities**

1. Master's degree.
2. Advanced police leadership training programs such as FBI National Academy, Southern Police Institute, Northwestern Center for Public Safety School of Staff and Command, or the ILETSB Executive Institute's Police Executive Role in the 21<sup>st</sup> Century.

#### **Essential Duties**

1. Serve as the chief law enforcement officer of the ECC Police Department, providing leadership for department personnel in assessing, developing, and coordinating the ECC Police Departments' efforts in designing and sustaining procedures and educational programs to safeguard and enhance awareness of campus crime and safety.
2. Oversee the daily activities of the campus Police Department. Hire, train schedule and evaluate staff in the daily enforcement of federal, state, local and campus regulations. Coordinate the activities of contract police services, as needed.
3. Manage the crime awareness campaign to ensure staff, administration and students are aware of all crime prevention measures. Ensure programs are in place to prevent reoccurrence of crime or property loss. Purchase and distribute information to staff and students and serve as the department training officer. Analyze all on-campus incidents to ensure that issues are addressed to minimize safety problems.
4. Prepare and administer the Police Department budget to ensure the department will operate efficiently to provide necessary and needed services to the College community without a shortage of revenue. Determine need, specify, and purchase replacement and additional needed equipment for the Police Department.
5. Develop and promote the mission, programs, policies, and standard operating procedures of the ECC Police Department. Write and review established standards to ensure compliance with laws of the federal, state and local governments.
6. Conduct pre-employment criminal background checks on applications of security-sensitive positions as required by the Campus Security Act. Conduct and arrange for all testing of police officer candidates to ensure that members of the Police Department meet all state-mandated requirements.
7. Compile and publish annual crime statistics as required by the Campus Safety Act. Ensure that timely and accurate information is provided to the College community, staff, students and necessary agencies.

8. Assist in the execution of the ECC Emergency Plan to provide direction during severe weather, fire, bomb threat, utility emergency, disturbance, demonstration, or hazardous material incident, serious injury or illness.
9. Supervise all Police Department vehicle and equipment maintenance.

**Other Duties**

1. Participate in a minimum of twenty hours of mandatory training per year as required by state law for police chiefs.
2. Perform other job-related duties as assigned which pertain to the job description.

**Physical Demands - Check one box:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 25 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 25 pounds of force constantly to move objects.

**Visual Acuity - Check one box:**

<input type="checkbox"/>	Position requires close visual acuity to perform activities (i.e. preparing/analyzing data and figures; transcribing; viewing a computer monitor; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes).
<input type="checkbox"/>	Position requires visual acuity to perform activities (i.e. operates machines where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature).
<input type="checkbox"/>	Position requires visual acuity to operate motor vehicles and/or heavy equipment.
<input checked="" type="checkbox"/>	Position requires visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e. custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e. security, inspection, etc.).

**Work Environment - Check one box:**

<input type="checkbox"/>	Very quiet conditions.
<input type="checkbox"/>	Quiet conditions.
<input checked="" type="checkbox"/>	Moderate noise.
<input type="checkbox"/>	Loud noise.
<input type="checkbox"/>	Very loud noise.

**Environmental Conditions – Check all that apply:**

<input checked="" type="checkbox"/>	Typical office or administrative conditions (i.e. not substantially exposed to adverse environmental conditions).
<input checked="" type="checkbox"/>	Outdoor weather conditions.
<input type="checkbox"/>	Wet or humid conditions (non-weather related).
<input type="checkbox"/>	Extreme cold (temperatures typically below 32° for periods of more than one hour).

<input type="checkbox"/>	Extreme heat (temperatures above 100° for periods of more than one hour).
<input type="checkbox"/>	Vibration. Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	Hazards. (Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to radiation, or exposure to chemicals).
<input type="checkbox"/>	Fumes or airborne particles (Includes fumes, odors, dust, mists, gases or poor ventilation).
<input type="checkbox"/>	Work in close quarters (i.e. narrow aisles or passageways, crawl spaces, shafts, man holes, small enclosed rooms or other areas that could cause claustrophobia).

*Elgin Community College is an Equal Employment, Equal Access Employer committed to increasing the diversity of our workforce.*

*Elgin Community College provides reasonable accommodation to applicants with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Department. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

Job Description Template-07/27/10  
 Supervisor Approval-07/18/17  
 Human Resources Approval- 07/18/17