

Ordinance 2013-23

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES
FOR THE VILLAGE OF PECATONICA, ILLINOIS,
ARTICLE ONE: ADMINISTRATION, CHAPTER THREE: APPOINTED OFFICERS,
SECTION NINE: POLICE DEPARTMENT**

WHEREAS, the Village from time to time reviews, evaluates and updates its Code of Ordinances; and

WHEREAS, the Village Board has determined that Article One of the Municipal Code should be amended by revising Chapter Three: Appointed Officers, Section Nine: Police Department.

NOW, WHEREFORE, be it ordained by the President and Board of Trustees for the Village of Pecatonica, Illinois, as follows:

SECTION 1: The Code of Ordinances for the Village of Pecatonica, Illinois, shall be and hereby is amended by deleting Sections 9(A.)(B.)(C.)(D.) and inserting the following:

Section 9 Police Department

A. There is hereby created a Police Department, an executive department of the village. The Chief of Police shall be the ranking officer of the Police Department and shall be appointed by the Village President, with advice and consent of the Village Board.

B. In addition to the Chief of Police, the Police Department shall consist of such other police officers as may be authorized from time to time by the Village Board.

C. It shall be the duty of the Chief of Police and the members of the Police Department to see to the enforcement of all the ordinances of the village.

D. The Chief of Police shall also act as Health Officer and shall be the enforcing officer for all matters concerning the health of the village residents.

E.. The Chief of Police shall provide such reports and keep such records as may be required by law, the ordinances of this code, and by the traditions of sound law enforcement practices. The Chief of Police shall establish rules, policies and general orders and guidelines for the fulfillment of all department functions and shall be responsible for the lawful and effective performance of the department. All other sworn members of the department shall serve subordinate to the lawful orders of the Chief.

F.. Essential Duties and Responsibilities. The Chief of Police shall perform duties and hold qualifications as outlined here.

1. The Chief of Police shall perform under the general guidance and direction of the Village President. The Chief shall report to the Board of Trustees on a regular basis all matters concerning the department and public health, safety and welfare, on such other matters as the Board of Trustees, from time to time, may require.
2. The primary purpose of the Chief shall be to plan, direct and coordinate the activities and strategies of the department and to perform operational duties and tasks. The essential duties and responsibilities of the chief include, but are not limited to, the following:
 - a. Plan, coordinate, supervise, evaluate and perform Police Department operations.
 - b. Develop policies and procedures for the operations of the department which effectively implement and fulfill the directives of the President and the Board of Trustees.
 - c. Plan and implement law enforcement programs and strategies for the village which are consistent with the goals and policies of the Village Board .
 - d. Review and evaluate performance and effectiveness of the department and revise policies and strategies to improve areas of deficiency.
 - e. Coordinate information within the department and assign work and work schedules for subordinate officers.
 - f. Direct and participate in the investigation of major crimes.
 - g. Evaluate evidence and witness statements in criminal matters for the purpose of correlating other crimes, trends and offenders, and connecting possible criminal affiliations and related cases both in the village and elsewhere in the two-county area.
 - h. Plan for future equipment and personnel needs and capital acquisitions, such as vehicles, computers and software, uniforms and duty gear, office equipment and contracted services.
 - i. Authorize department related purchases and expenses within the purchasing policy established by the village, and plan for future costs and expenses.
 - j. Prepare an annual budget and present it to the Village President and Board of Trustees.

- k. Direct the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police operations.
- l. Coordinate appropriate and required training for subordinate personnel to maintain a competent workforce and compliance with state and federal law.
- m. Establish and maintain rules of conduct for sworn personnel; receive and appropriately respond to personnel grievances; consistently enforce the rules of conduct and impose appropriate discipline.
- n. Receive and conduct initial investigation of public complaints of officer misconduct and report the findings and results of such investigations to the Village President, and/or Board of Trustees as required by law.
- o. Prepare and submit a variety of reports of enforcement trends and activities; present timely information to elected officials, and the general public and media if so authorized by the Village Board.
 - p. Meet with elected or appointed officials, other law enforcement officials, community and business representatives and community groups to convey and to receive information and suggestions related to public safety, crime trends, the changing law or other subjects related to law enforcement.
- q. Attend all regular and special meetings of the Board of Trustees and all committees, unless excused from attendance by the Village President.
- r. Attend training and conferences to remain abreast of current trends in the law enforcement, changes in the law and regulatory rules in law enforcement, and new technologies.
- s. Cooperate and network with other law enforcement agencies to enhance positive relations by sharing information, lending and receiving support services and mutual aid where appropriate, and maintaining open and favorable communications.
- t. Perform operational duties, maintain the public peace, keep order and enforce the laws of the state and ordinances of the village.

- u. Work and interface well with the citizens of Pecatonica and co-workers to build public trust and confidence in the Police Department.
- v. Perform all other legal tasks requested or assigned by the Village President or Village Board.

G.. *Minimum Qualifications.* The Chief of Police shall have performed as a law enforcement officer for a recent period of ten or more years in an Illinois agency or a medium sized agency in a foreign state; shall have held the rank of sergeant or higher or a similar position of supervisory responsibility for two or more years; shall have completed the equivalent of two or more years of education at an accredited university or institution of higher learning; shall have full-time certification as an Illinois Peace Officer by the Illinois Law Enforcement Training and Standards Board within 6 months of hire.

The minimum education requirement may be waived for appointees who have successfully completed certification in an advanced curriculum of law enforcement leadership and supervision, such as is offered at the FBI National Academy, Northwestern University School of Police Staff and Command or the Southern Police Institute at the University of Louisville. Advanced training and broad experience in a leadership position within a branch of the military may also be considered to satisfy the minimum education requirement.

1. *Knowledge, Skills and Abilities* The chief shall have the following necessary knowledge, skills and abilities:
 - a. A thorough knowledge of modern principles, procedures, techniques and equipment used in the field of law enforcement; a thorough knowledge of applicable laws, ordinances and department general orders.
 - b. Sufficient understanding and skill level in the use of the tools and equipment required to carry out the duties outlined herein.
 - c. Ability to: (i) train and supervise subordinate personnel; (ii) perform work requiring good physical condition; (iii) communicate effectively both orally and in writing; (iv) establish and maintain good working relationships with subordinates, peers and supervisors; (v) exercise sound judgment, evaluate complex situations and make good and appropriate decisions; and (vi) give verbal and written instruction.
2. *Other Requirements.* In addition to the requirements already described, the chief must meet the requirements as follows:
 - a. Must meet the department's minimum standards of physical fitness

as is required of newly hired officers.

- b. Must be a person of high integrity and moral character; and not have been disciplined or discharged for serious lapses of conduct or moral turpitude in their prior employment
 - c. Must possess, or be able to obtain by date of hire, a valid Illinois driver's license without a record of revocation for a serious traffic offense.
 - d. Must maintain a residential address within 20 miles of Village Hall.
3. Tools and Equipment. The chief shall have sufficient aptitude and ability to safely and effectively utilize the tools and equipment appropriate to the requirements of all aspects of his/her duty responsibilities, such as, but not limited to, police car, radar gun, handgun, rifle, shotgun, baton, handcuffs, cellular phone, first aid equipment, personal computer, laptop computer, computer software to include office programs and internet browser, two-way radio.
4. Physical Demands. The physical demands described here are representative of the tasks the chief is expected to perform as an essential part of the job and are, therefore, essential functions. Reasonable accommodations may be made to enable persons with disabilities to perform these essential functions.
- a. While performing the duties of this job, the Chief of Police is frequently required to sit, stand, walk, talk, hear, handle and operate the objects of controls or tools listed in Paragraph 3 herein. The Chief is occasionally required to reach with hands and arms, climb and balance, stoop, kneel, crouch, crawl and smell.
 - b. The Chief must occasionally lift and/or move more than 100 pounds. He/she must have sufficient vision to see close , at a distance , differentiate color, peripherally, have depth perception, and the ability to adjust focus.
5. Work Environment. The work environment characteristics described in this section are representative of those an employee encounters while performing the essential functions of the chief's job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- a. While performing the duties of this job, the Chief frequently works in an outside environment in weather conditions typical of the upper Midwest during all seasons. The Chief occasionally works near moving mechanical parts, in high places, in close proximity to hostile and violent persons,

with or in proximity to firearms and explosives; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

- b. The noise level in the work environment is usually moderate.

SECTION 2: This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law. This Ordinance shall be published in pamphlet form.

PASSED by the Village Board this ____ day of _____, 2014.

APPROVED by the President of the Village Board this ____ day of _____, 2014.

Daniel J. Barber, Village President

ATTEST:

Dana Ryall, Village Clerk

Ayes: ____ Nays: ____ Absent: ____ Abstain: ____

Metz: _____ Smull: _____ Foster: _____
Heister: _____ Deppe: _____ Eytalis: _____