

Police Department job descriptions (by rank)

Chief of Police-

Under supervision of the Police Commissioner, the Chief will:

1. Supervise all subordinate officers of the Village of Williamsville in accordance with the Police Department Policy/Procedure guidelines,
2. Oversee and ensures required training of Officer under his command,
3. Directs and conducts investigations being conducted by the Police Department,
4. File all data as mandated by the State of Illinois,
5. Propose policy changes to the Board of Trustees and oversees implementation of any approved policy changes,
6. Be authorized liaison with the media concerning Police matters,
7. Handle department correspondence, and administration duties,
8. Schedules shift times for Officers under his command, and tracks time sheets for the Village office staff for payroll purposes,
9. Respond to, or answer calls for service within the Village of Williamsville when no other officer is on duty.
10. Perform duties as Patrol officers, or other duties as assigned.

Lieutenant -

Under direct supervision of the Chief of Police, the Lieutenant will:

1. Supervise all subordinate officers of the Village of Williamsville in accordance with the Police Department Policy/Procedure guidelines,
2. Assist Chief with filing of required State data,
3. Assist Chief with administration duties as assigned,
4. Respond to, or answer calls for service within the Village of Williamsville when no other officer is on duty or the Chief of Police is unable to do so,
5. Perform duties as Patrol officers, or other duties as assigned.

Sergeant-

Under direct supervision of the Chief of Police or Lieutenant the Sergeant will:

1. Supervise all subordinate officers of the Village of Williamsville in accordance with the Police Department Policy/Procedure guidelines,
2. Be responsible for all department evidence and evidence storage reporting directly to his/her Superior,
3. Perform duties as Patrol officers, or other duties as assigned.

Patrol Officer-

Under direct supervision of the Chief of Police, Lieutenant or the Sergeant the Patrol officer will:

1. Conduct themselves in accordance with the Williamsville Police Department Policy/Procedure guidelines,
2. Perform duties as assigned by his/her superior Officers.