TOWN OF CORTLAND

JOB TITLE: **Police Commander**

JOB DESCRIPTION APPROVED: REVISED: 06/02/2016

JOB LEVEL:
- ☒ I (Full-Time, 40 Hours per Week, Full Benefits)
- ☐ II (Part-Time, Minimum of 1000 Hours per Year, Maximum of 35 Hours per Week, Limited Benefits)
- ☐ III (Part-Time, Maximum of 80 Hours per Month or 1000 Hours per Year, No Benefits)

OVERTIME ELIGIBILITY:
- ☐ Exempt
- ☒ Eligible (Non-Exempt)

SALARY TYPE:
- ☒ Police:
  - ☒ Supervisory: Commander
  - ☐ Non-Supervisory

QUALIFICATIONS:

A. Appointed following recommendation by the Chief of Police.

B. Must possess all qualifications and requirements of Patrol Officer.

C. Must have proven leadership qualities and law enforcement experience.

D. Must have sound judgment and decision making and be able to communicate effectively with subordinates.

E. Must be able to accept duties and responsibilities as assigned by the Chief of Police.

F. PHYSICAL DEMANDS:
1. Requires prolonged sitting, standing, some bending, stooping, and stretching;
2. Requires full range of body motion including handling and lifting, manual and finger dexterity and eye/hand coordination sufficient to operate a keyboard, photocopier, telephone, two-way radio, computer, firearms, and other office and law enforcement equipment;
3. Requires proficient operation of standard equipped police vehicles, including automobiles, utility vehicles, and small trucks;
4. Requires walking and running for extensive distances and occasional carrying of items or persons in excess of 75 pounds;
5. Requires corrected vision and hearing to normal range in order to prepare and communicate appropriate reports and be proficient in accomplishing law enforcement tasks;
6. Requires the ability to perform the law enforcement task indoors and outdoors despite climate or weather conditions;
7. Requires working under stressful conditions and working irregular hours.

G. MENTAL DEMANDS:
1. Must be mentally adaptable and flexible in dealing with a variety of people and circumstances, including difficult situations and people;

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2. Must be able to deal with a variety of emotions and frustrations in making law enforcement decisions;
3. Must have emotional stability and personal maturity;
4. Must be able to analyze many variables and choose the most appropriate and effective course of action at any given point in time to accomplish the law enforcement task;
5. Must be able to handle routine and diverse work problems on a daily basis and be able to communicate providing verbal feedback in a professional manner;
6. Must be able to resolve problems, handle conflict, and make effective decisions under pressure;
7. Must have a long attention span in order to listen to people, perceive the "real" problems, and bring issues to a successful conclusion.

DUTIES/RESPONSIBILITIES:

A. GENERAL: All duties/responsibilities reflected in the Patrol Officer Job description.
B. Respond to and take command of major accidents, major crime scenes, and emergency situations.
C. Serve as Acting Chief of Police in the absence of the Chief when assigned by the Chief.
D. Participate with the Chief of Police in developing Department goals and objectives and in designing and implementing appropriate plans to meet those goals and objectives.
E. Participate in developing the annual operating budget.
F. Attend and participate, at the direction of the Chief of Police, in public functions for the purpose of promoting crime prevention and law enforcement objectives.
G. Maintain knowledge of current trends and developments in the law enforcement field and, at the direction of the Chief of Police, attend seminars, conferences, and training classes to enhance professional expertise.
H. Cooperate with municipal, county, state, and federal law enforcement agencies where the interests of the Department are involved. Participate in and attend meetings of regional, county, and state law enforcement agencies at the direction of the Chief of Police.
I. Conduct background investigations of Police Department applicants at the direction of the Chief of Police.
J. Perform any other police duties that may be assigned by the Chief of Police.

EDUCATION/EXPERIENCE:

1. Bachelor's degree from an accredited University or College.
2. Master' degree preferred but not required commensurate with experience.
3. Graduation from School of Police Staff and Command at Northwestern University or equivalent program preferred.
4. Basic certification as "police officer" from the Illinois Local Governmental Police Training Board.
5. Minimum of twelve (12) years law enforcement experience.
6. Minimum of five (5) years supervisory experience preferred.
7. National Incident Management System (NIMS) training as required

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8. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

REPORTS: All reports listed in the Patrol Officer Job description.

AUTHORITY FOR JOB: Appointed by the Chief of Police

IMMEDIATE SUPERVISOR: Chief of Police

WHOM DO YOU SUPERVISE: Patrol Sergeant, Patrol Officers

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PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

Employee Acknowledges Receipt and Agreement With This Job Description:

Employee's Signature	Date
Supervisor's Signature	Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

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