



JOB OPENING

DIRECTOR OF PUBLIC SAFETY

It shall be the mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County, which contribute to the preservation of natural and historic resources and habitats, flora or fauna; to restore, restock, protect and preserve such lands for the education, recreation, and pleasure of all its citizens. Our goal is to Preserve and Restore the Nature of Kane County.

The Forest Preserve District of Kane County's Public Safety Department is accepting applications for one (1) Director of Public Safety

DATE POSTED: FEBRUARY 19, 2021

WORKSITE LOCATION: HEADQUARTERS, GENEVA, ILLINOIS,
APPROXIMATELY 60 MILES WEST OF CHICAGO

HIRING SALARY RANGE: \$87,136 - \$95,849 PER YEAR (DOQ)

HOURS/SCHEDULE: FLEXIBLE, AS REQUIRED BY THE POSITION AND THE EXECUTIVE DIRECTOR.

APPLICATION DEADLINE: MARCH 12, 2021

All candidates must apply on-line at:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>

POSITION SUMMARY

An employee in this classification is responsible for performing work of considerable difficulty serving as the Chief of Police for the District including planning, organizing, and leading all functions and operations of the Public Safety Department. Work requires the ability to oversee and ensure the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. Administrative direction is provided by the Executive Director and supervision is provided to public safety staff. The incumbent must also be prepared to provide shift coverage as staffing requirements dictate.

ESSENTIAL POSITION DUTIES to be performed with or without reasonable accommodation

- Provides leadership and direction for the Public Safety department including, but not limited to, developing and implementing policies and procedures, establishing and communicating department vision, analyzing and reviewing operating costs in order to increase efficiency and utilization of resources, modifying departmental priorities to adjust to changing needs, promoting a safe and pleasant environment for the general public, and ensuring protection and security for preserve visitors and their property.
- Directs the development and implementation of a comprehensive public safety plan which establishes goals and objectives to assure safe, high quality preserve user experiences and address property encroachments.
- Develops and manages a public safety staffing based on operational and property security needs including, the assignment of officers to special investigations or projects as needs arise.
- Collaborates with all District departments to identify and respond to District safety and security needs.
- Directs the development and maintenance of systems, records and legal documents that provide for proper evaluation, control and documentation of Public Safety Department operations.
- Coordinates with other agencies and jurisdictions, including participation in public safety mutual aid agreements, to enhance the safety and security of preserve users, employees and District facilities.
- Fosters cooperative working relationships, including consistent communication of public safety activities, with other District departments, governmental, regulatory and other outside agencies, various public and private groups and volunteer groups.
- Coordinates the District's emergency preparedness plan with Human Resources.
- Directs implementation of the accreditation process through the Illinois Law Enforcement Accreditation Program (ILEAP) of the Illinois Association of Chiefs of Police.
- Develops and implements community-oriented programs that promote public awareness and support for the protection of the District's natural resources including, but not limited to, providing educational programs to schools, civic groups and preserve users regarding the District and public safety, responding to property owners, homeowner

- groups, business districts and the general public as needed, and coordinating public safety services at special events.
- Directs the enforcement of encroachment violations on District property in cooperation with Chief of Planning and Operations.
- Keeps current on new developments in legislation, law enforcement and government regulation which impact Public Safety operations, and specifically within forest preserves and park districts.
- Oversees and evaluates a comprehensive training program for officers which maintains compliance with state and local rules and regulations, District goals and objectives, and officer fitness for duty.
- Cooperates and coordinates with federal, state, and other local officers in the apprehension and detection of wanted persons, and cooperates with other agencies such as state, county and local police and emergency management agencies.
- Hires, directs, manages, evaluates, promotes, disciplines and recommends such action for assigned personnel with the advice and consent of the Executive Director, following procedures established by the District.
- Formulates department policies, regulations, organizational goals, and program priorities in compliance with applicable laws and regulations, including, but not limited to, the Illinois State Police Training Board and the Illinois Compiled Statutes.
- Prepares, recommends and administers the department's budget in order to provide the highest level of service within established budget parameters and in alignment with District goals and objectives.
- Evaluates the need and makes recommendations for capital expenditures including researching and preparing specifications for new and replacement equipment.
- Patrols forest preserve property by emergency equipped vehicle, on foot, bicycle, and/or by use of specialized vehicle (motorcycle, boat, ATV, snowmobile, etc.).
- Provides first aid and CPR to injured preserve users and/or employees.
- Assists preserve users by providing information and answering questions.
- Adheres to organizational policies and applicable laws in regards to supervision of assigned staff and consults with Human Resources and/or Executive Director as required.
- Prepares, maintains and submits periodic reports summarizing and reviewing department activities.
- Develops and recommends or assists with the preparation of District ordinances and communicates changes to impacted staff.
- Works irregular hours, including weekends, evenings and holidays.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the Employee Handbook and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

This position description is intended to describe the general content of and requirements for the performance of this job. It is not construed as an exhaustive statement of essential duties, responsibilities or requirements. Additionally, it is not intended to create an employment agreement or contract between the District and the employee and is subject to change as the needs of the District and requirements of the position change.

QUALIFICATIONS

- Completion of a Bachelor's degree, Master's preferred, in law enforcement, criminal justice, police public administration, park and recreation or a closely related field, and ten (10) years in law enforcement which included five (5) years of command or supervisory experience, preferably in a forest preserve or park district, or an equivalent combination of relevant training and experience.
- Completion of the following certifications/licenses/additional training: Illinois Law Enforcement Training and Standards Board (LETSB); annual course work in modern police management administration and community-oriented policing techniques; member of and active involvement in the Illinois Park Law Enforcement Association and Kane County Chiefs of Police Association; CPR/1st AID/AED; Staff and Command or other executive-level training program.

CONTACT:

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