



CITY OF JOLIET POSITION DESCRIPTION

TITLE: Chief of Police
DEP/DIV: Joliet Police Department
REPORTS TO: City Manger
EMPLOYEE STATUS: Permanent/Full-Time
SALARY/GRADE: Classification 1/Group I
\$124,875 - \$211,908

JOB CODE:1040
ESTABLISHED: 02/1985
FLSA STATUS: Exempt
LOCATION: Joliet Police Dept.

GENERAL PURPOSE

Serves as the executive head of the Joliet Police Department and is responsible for the efficient and effective operation of that department including the planning, organizing, directing, budgeting, and supervision of department employees and programs. Works under the general guidance and direction of the City Manager. Supervises all Joliet Police Department sworn and non-sworn personnel directly or indirectly through subordinate officers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establishes departmental goals and determines departmental priorities; directs departmental activities toward the fulfillment of established goals and objectives within current priorities; directs and coordinates the activities of departmental employees; formulates and implements departmental policies, rules, and regulations.
- Directs, through subordinate administrative and supervisory staff, the activities of all phases of police work, reviewing and coordinating departmental activities and assignments to provide safety and security within appropriate jurisdiction.
- Supervises and disciplines all departmental employees for violation of City and/or department policies and procedures.
- Evaluates performance of all department employees.
- Prepares annual budget requests for department, providing documentation and substantiation for all requests. Supervises the expenditure of departmental appropriations.
- Formulates and prescribes work methods and procedures to be followed by department employees; appraises conditions of work and takes necessary steps in improving departmental operations.
- Serves as liaison with other department directors for the orderly transaction of city business; prepares reports and summaries of ongoing departmental programs and projects; monitors department procedures for compliance with appropriate working agreements.
- Serves as departmental representative to the general public; addresses citizen groups; prepares or directs press releases; receives and reviews public inquiries and complaints and provides for any special investigations deemed necessary to assure a uniform application of all State and local statutes and departmental policies.
- Confers with and advises subordinates on difficult work problems; the development and installation of new work procedures and policies and methods of coordinating departmental services.



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- Ensures full adherence to all applicable federal, state, and local laws, municipal codes, and city ordinances governing law enforcement operations and the statutory duties of the Chief of Police; updates departmental policies and practices accordingly to maintain ongoing legal compliance.
- Attends professional society meetings, participates in panel discussions, and speaks in areas of competence; performs public relations work promoting departmental services; cultivates community relations by appearing before civic, fraternal, and business groups; attends City Council meetings, staff meetings, and other conferences; cooperates with other governmental law enforcement agencies.
- Keeps informed of current developments in the field of law enforcement particularly new legislation, recent court decisions, and various governmental administrative decisions which might affect department operations; participates in various professional organizations and maintains a current knowledge of law enforcement trends nationwide; provides for the adequate training of all department personnel.
- Assigns personnel and equipment to such duties and uses as department operations require.
- Receives and responds to complaints concerning department operations and employees.
- Requires the ability to work effectively with associates, governmental and private officials and agencies, and the public to promote an ongoing commitment to providing excellent customer service.
- Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.
- Advises and assists police officers in non-routine criminal and other investigations. Directly oversees major criminal investigations.
- Directs the preparation of all related reports, records, and assures cooperation between other State, Federal, and local police agencies.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Requires a thorough knowledge of administrative techniques and procedures.
- Requires broad knowledge of the fields of police science and criminology.
- Comprehensive knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of applicable State, local and Federal statutes and ordinances; including applicable laws, ordinances, and departmental rules and regulations.
- Requires an extensive knowledge of the budgetary process including preparation and monitoring. The ability to administer the department in an efficient and cost-effective manner.
- Requires the ability to delegate authority and responsibility; accordingly, and the ability to give verbal and written instructions.



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- Requires ability to establish and maintain effective working relationships with department staff, subordinates, peers, supervisors, other law enforcement agencies, and the public.
- Experience in labor relations, including interpreting and applying collective bargaining agreements and supporting constructive, compliant relationships with union representatives.
- Ability to train, supervise, and provide sound leadership to all Police Department personnel.
- Ability to perform work that requires maintaining a good physical condition.
- Ability to communicate effectively both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Requires the ability to analyze and identify potential problem areas.
- Requires the ability to evaluate and assign priorities in unusual or emergency situations.
- Requires the ability to qualify with appropriate firearms on a predetermined basis.
- Requires the ability to meet and comply with standards set forth by Illinois Revised Statutes.
- Skilled in the use of the tools and equipment listed below.

QUALIFICATIONS

- A minimum of ten (10) years of actual working experience in a law enforcement organization.
- A minimum of five (5) years in a command-level position in a law enforcement organization with 200 or more sworn personnel.
- A Bachelor's degree in Law Enforcement, Police Science, or related field.
- Additional specialized leadership education preferred, such as FBI National Academy, Southern Police Institute, School of Police Staff and Command or military equivalent.

SPECIAL REQUIREMENTS

- Must have a valid driver's license.
- Ability to meet department's physical standards.
- Basic law enforcement training certification or equivalent.
- Ability to be certified by the Illinois Law Enforcement Training and Standards Board as a police officer and meet the annual training requirements for a Chief of police in Illinois.
- Ability to meet firearm qualification standards as mandated by the Illinois Law Enforcement Training and Standards Board.

TOOLS AND EQUIPMENT USED

Police vehicle, police radio, radar gun, handgun, side-handle baton, handcuffs, breathalyzer, pager, bullet-proof vest, first aid equipment, personal computer including word processing software, and other weapons as required.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.



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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.