

## DRUG AND ALCOHOL FREE WORKPLACE

### 6.13 INTRODUCTION

The Village of Indian Head Park maintains that the use and/or possession of illicit drugs and/or alcohol is wrong and harmful. Further, it is the policy of the Village that it will provide and maintain drug and alcohol free workplaces within the Village. Therefore, all employees are prohibited from the following:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of a controlled substance, including cannabis, while on Village premises or while performing any work for the Village.
2. The distribution, consumption, possession or being under the influence of alcohol while on Village premises or while performing any work for the Village.

For the purposes of this policy, a controlled substance is defined as follows:

- a. Not legally obtainable;
- b. Being used in a manner different than prescribed; or
- c. Legally obtainable, but has not been legally obtained.

As a condition of employment, each employee shall:

1. Agree to abide by the terms of the Village policy to maintain a drug and alcohol free workplace; and
2. Agree to notify the Department Supervisor of any conviction of any criminal drug statute for a violation occurring on the Village premises or while performing work for the Village, no later than five (5) days after such a conviction.
3. Agree that any such conviction of the above violation would require the satisfactory participation in a drug abuse assistance or rehabilitation program as specified in Section 580/5 of the Federal Drug Free Workplace Act.

### 6.14 QUALIFICATIONS FOR EMPLOYMENT

The Village of Indian Head Park policy and the Federal Motor Carrier Safety Regulation (49 CFR Part 382) prohibit the following conduct as it relates to the use of alcohol and drugs with respect to the operation of a motor vehicle:

1. No employee may consume alcohol while performing safety-sensitive functions such

- as operating machinery or a motor vehicle.
2. No employee may perform safety-sensitive functions within twelve hours after having consumed alcohol.
  3. No employee may report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee that the substance will not adversely affect the driver's ability to operate the motor vehicle.
  4. No employee may refuse to submit to any alcohol or controlled substance test if the Village of Indian Head Park has reasonable suspicion to believe that an employee has engaged in prohibited conduct as outlined in this policy.

#### **6.15 DRUG AND ALCOHOL ABUSE AWARENESS**

In order to make employees aware of the dangers of drug and alcohol abuse, the Village shall:

1. Provide each employee with a copy of the Drug and Alcohol Free Workplace policy.
2. Post said policy in a place where other employee laws and workplace rights are posted.
3. Make available informational materials from local, state and national anti-drug and alcohol abuse organizations.
4. Enlist the aid of community and state agencies with drug and alcohol information and rehabilitation programs to provide information to Village employees in a good faith effort to maintain a drug free workplace.
5. Assist employees in selecting a course of action in the event drug counseling, treatment and rehabilitation becomes necessary.

#### **6.16 COMMUNITY SPONSORED PROGRAM**

As part of The Village of Indian Head Park's employee benefit package and in conjunction with the West Central Municipal Conference, we offer an Employee Assistance Program (EAP) Perspectives. This program is designed to help employees address issues, such as alcohol or drug abuse, in a confidential, professional manner. EAP is free of charge and

provides assessment, referral and short or long term counseling services for mental health or substance abuse. EAP offers 24-hour assistance in an emergency or crisis by calling 630-932-8008 or 800-456-6327.

#### **6.17 VILLAGE ACTION UPON VIOLATION OF POLICY**

Compliance with this policy is mandatory. An employee who violates the terms of this policy shall be subject to disciplinary action, up to and including termination and possible legal action.

Conversely, under certain circumstances the Village of Indian Head Park may, if deemed appropriate, require an employee to participate and successfully complete a drug and alcohol abuse assistance or rehabilitation program. Periodic testing for alcohol and/or illegal drugs may be required as a condition of continued employment.

## INTERNET USE AND ELECTRONIC COMMUNICATION POLICY

### INTRODUCTION

Recent advances in electronic communications and information technologies present valuable opportunities for the Village of Indian Head Park "Village". The Internet is a useful research and communication tool, which is provided to Village employees for Village-related business. Employees are encouraged to use the Internet for research, education and communication as a means of enhancing and improving job performance. These technologies, when properly used, support our activities and enable us to better serve our citizens. While the Village of Indian Head Park encourages the use of its systems, such use carries with it important responsibilities.

### PURPOSE

The purpose of this policy is to establish guidelines for access and use of Village-provided Internet and all electronic communication tools to prevent misuse by employees. This policy applies to all employees, volunteers and others who use the Village's communication tools, regardless of the user's location when accessing the network.

### APPLICABLE COMMUNICATION TOOLS

"Communication tools" are all internal and external computer and communications networks which include, but are not limited to the following:

- A. Internet Access
- B. E-mail systems
- C. Palm Pilot, laptop and desktop computers
- D. Modems, servers and browsers
- E. Mobil Data Terminals

### USAGE GUIDELINES FOR COMMUNICATION TOOLS

- A. Conditions of Access

Access to the Village's communications tools is provided in conjunction with Village related business and the job responsibilities of everyone working on behalf of the Village. All use of Village-provided communications tools is subject to this policy and to other Village policies and procedures that may be implicated by such use. Anyone who is granted access to such tools must comply with the provisions of this policy.

B. Village Representation

E-mail messages reflect the Village's image. Users should be aware that e-mail messages and the transfer of information via the Internet is not secure.

Such messages, therefore, should always be composed in a professional manner that is no different than the manner used to compose letters or memoranda on Village letterhead. Users of the system must keep in mind that electronic files are subject to discovery and may subsequently, be used in litigation. Inappropriate use of the Village's communications systems may have dramatic consequences. Accordingly, every effort must be made to be professional in all usage of the Village's communications tools.

POLICY

- A. Department Supervisors will be responsible for authorizing Internet access within their Departments and will be responsible for keeping an updated list of approved Internet users. Copies of the user lists will be placed on file with the Director of Administration.
- B. The safety and security of the Village's network and resources must be considered at all times when using the Internet. Users shall not share their passwords for any Village computer or network facility with any unauthorized person, nor obtain any other user's password by any unauthorized means.
- C. Access to the Internet via Village equipment is intended for Village-related business. The user cannot disrupt or interfere with the work performed by other users on the Village network or misrepresent the interests of the Village. Subject to prior approval of the Department Supervisor, Internet access for personal use is to be utilized during off-work hours such as the lunch hour or after work hours.
- D. Use of all Village Communications systems must be in compliance with all federal, state and local laws and policies and is not to be used for illegal, improper or illicit purposes.
- E. No person without specific authorization shall read, alter or delete another person's computer files or e-mail.
- F. A wide variety of information is available on the Internet. Individuals may find some information offensive. Users should be aware that the Village has no control over the content of information available on the Internet and cannot, therefore, be held responsible.

- G. Users must be aware and attempt at all times to prevent potential Village liability in their use of all Village Communications systems. For this reason, outgoing messages should not conflict with Village policy.
- H. Resources for which there is a fee must not be accessed or downloaded without prior approval of the Director of Administration.
- I. No one shall copy, install or use any software or data files in violation of applicable copyrights or license agreements. Contact the Director if you are unsure about the copyright or license agreement of the software in question.
- J. Departments will work with the Director to obtain appropriate anti-virus software for Internet-authorized personnel. Each user shall take responsible precautions to ensure he/she does not introduce viruses into the Village's network. Departments shall immediately report all virus outbreaks to the Director for eradication procedures. In the event of a serious virus outbreak, the Director will notify all other Departments.
- K. The Internet must be treated as a formal communications tool, therefore, each individual user is responsible for complying with this and all other applicable laws when using Village resources to access the Internet.

## ACCEPTABLE USE

The Village's communications tools may be used to communicate internally with other Village personnel or externally with consultants, suppliers, vendors and other business acquaintances. The Village provides electronic communications tools to facilitate work-related communications, enhance productivity and improve job performance. As with the telephone, there may be occasion to use these communications tools for personal purposes. Personal use is permitted as long as it does not interfere with the performance of an employee's job and/or the transaction of Village business, consume significant resources, give rise to additional costs or interfere with the activities of other employees of the Village. Examples of appropriate use of Communications tools are as follows:

- ★ Accessing information to obtain job-related data.
- ★ Job related research projects.
- ★ Updates of information or news related to approved projects or assignments.
- ★ Sending appropriate Village documents to other individuals and organizations.
- ★ Participation in e-mail groups that may provide insight or assistance for job-related functions.
- ★ Communications with other municipalities and their employees.
- ★ Communication with other professionals with similar projects or issues.
- ★ To obtain information on or from vendors.

## UNACCEPTABLE USE

Users should not monopolize the Village's electronic communications tools to the exclusion of others. Accordingly, activities such as sending mass e-mails or e-mails with large attachments that are not business-related, sending chain e-mails, spending excessive amounts of time on the Internet, engaging in online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic are not allowed. In addition to the other restrictions and conditions discussed in this policy, the Village's communications tools shall not be used for the following purposes:

- ★ Transmission of material in violation of federal, state or local laws.
- ★ Distribution of sensitive or confidential information
- ★ Unauthorized solicitations.
- ★ Accessing or distributing offensive material.
- ★ To engage in activities for personal financial gain (e.g., day trading, gambling).
- ★ To carry or publish any defamatory, discriminatory or obscene material.
- ★ Distribution or downloading of copyrighted materials not owned by the Village.
- ★ Attempting to access information for which employee is not authorized to access.
- ★ Misrepresentation of self, job, fellow employees or the Village.

## UNACCEPTABLE CONTENT

Village policies prohibit all forms of harassment, including sexual harassment, and are applicable to the use of the Village's communications tools. In accordance with such policies, material that is harassing, embarrassing, sexually explicit, profane, pornographic, obscene, intimidating, defamatory or otherwise unlawful or inappropriate may not be sent, displayed on, stored in, accessed from or downloaded to the Village's communications tools. Users encountering or receiving this kind of material should immediately delete the material from the system and notify the Director.

Examples of unacceptable content include, but are not limited to:

- ★ Sexually explicit messages, images, cartoons or jokes.
- ★ Unwelcome propositions, requests for dates or love letters.
- ★ Ethnic, religious or racial slurs.
- ★ Any message that could be construed as any form of harassment based on gender, race, age, national origin, religion, disability or sexual orientation.

## TRANSMITTING CONFIDENTIAL INFORMATION

Village personnel also have the responsibility to protect from disclosure, at all times, privileged and confidential information pertaining to the Village or other personnel. In recognition of this significant responsibility, the Village's communication tools, especially its e-mail system, should not be used to transmit confidential communications. Most e-mail is sent over the Internet, which is not a secure means of communication. There is a possibility that e-mail messages may be intercepted and read by others than the party to whom they are addressed, therefore, confidential information pertaining to the Village or to any of its employees, shall not be sent by e-mail without the express authorization of the Director of Administration and Public Safety.

## LIMITS OF PRIVACY

The Village respects the personal privacy of its employees. However, because communications tools are provided for Village purposes, employee privacy rights are limited. The Village permits personal use of its communications tools with the express understanding that it reserves the right to review employee use of, and to inspect all material created by or stored on, these communications tools. Misuse of these communications tools or violation of this policy may result in disciplinary action, up to and including, termination.



## DISCIPLINARY AND GRIEVANCE PROCEDURES

### 7.1 EMPLOYEE DISCIPLINE

The continued employment of each Village employee shall be contingent upon adherence to acceptable modes of conduct, satisfactory job performance and compliance with the rules and regulations of this Personnel Policy Manual or any other Village organizational rules and regulations, as well as the need of the Village to maintain the employee's job position. Such adherence is necessary to maintain an efficient and equitable work environment.

Department Supervisors should discuss any deficiencies or work related problems with individual employees. It is the responsibility of an employee to correct any problems in performing duties and abide by the rules and regulations of the Village. Failure to abide by this basic organizational requirement shall result in formal disciplinary procedures.

### 7.2 DISCIPLINARY PROCEDURES

Village disciplinary procedures may be of a progressive nature whenever appropriate. Such a progression may involve increasingly severe disciplinary measures as follows:

- a. Verbal warning administered by the Department Supervisor.
- b. Written warning administered by the Department Supervisor or Director of Administration and submitted to the employee's personnel file.
- c. With written recommendation by the Department Supervisor, suspension of one to three (1-3) days with or without pay with written documentation submitted to the employee's personnel file. A suspension in excess of three (3) days, up to thirty (30) days, must be approved by the Director.
- d. Recommendation of dismissal by the Department Supervisor with subsequent dismissal by the Director and written documentation submitted to the employee's personnel file.
- e. The Village reserves the right to deviate from these disciplinary procedures when it is determined to be in the best interest of the Village.

If an employee disagrees with the actions or facts related to any disciplinary measures taken by management personnel and seeks to appeal such a decision, such employee shall have the right to follow the grievance process.

During a disciplinary suspension, the employee shall not accrue sick or vacation leave or receive holiday pay.

Suspension or termination of sworn police personnel shall be governed by State statutes and the rules and regulations of the Fire and Police Commission.

### **7.3 CAUSES FOR DISCIPLINE**

Disciplinary measures shall be applied in cases involving unacceptable job performance or misconduct. Acts considered to be grounds for disciplinary action include, but are not limited to, the following:

- a. Violation of any rule, regulation or provision of this Personnel Policy Manual, or any other Village and regulations.
- b. Intentional refusal or failure to perform any valid request, instruction or directive of a supervisor.
- c. Engaging in conduct unbecoming of a public employee.
- d. Usage, possession or being under the influence of illegal drugs or alcoholic beverages while on duty.
- e. Falsification of any document, information, report or statement.
- f. Willful abuse, neglect or carelessness resulting in damage to public or private property or equipment.
- g. Unsafe, illegal or hazardous operation of Village vehicles or equipment.
- h. Refusal to submit to a medical exam if requested by the Director of Administration.
- i. Absence without official authorization, habitual absenteeism or tardiness.
- j. Failure to properly report any accident or personal injury.
- k. Conviction of a felony or other crime involving moral turpitude.
- l. Unauthorized use of Village equipment, property, services or funds.

- m. Failure or inability to adequately meet the minimum work requirements as listed in the employee job description and as established by the Department Supervisor.
- n. Any other act or failure to act which may disrupt Village operations, endanger the health or well being of the public or another employee or bring discredit to the Village of Indian Head Park.
- o. Incompetency, negligence, or inefficiency in the performance of assigned duties.
- p. Abusive or offensive in attitude, conduct or language in a public place, towards the public, Village officials, or other employees, or abusive in conduct resulting in physical harm or injury to other employees or to the public, either on or off duty.
- q. Violation of any regulation, order or rule, or failed to obey any lawful and reasonable direction given by a superior when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in lower morale, or to result in loss, inconvenience, or injury to the public or the Village.
- r. Accepted for personal use a gift, fee or other valuable thing which would be in conflict with the Gift Ban Act.
- s. Conviction of a criminal offense involving moral turpitude, whether before or after employment with the Village.
- t. Excessive absenteeism.
- u. Refusal to comply with the instructions or directions of supervisors.
- v. Where the employee is antagonistic in attitude towards his/her superiors or other employees, criticizing orders or policies issued and adopted, or acts so to interfere with proper cooperation of Village employees to the detriment of efficient public service.

#### **7.4 EMPLOYEE GRIEVANCES AND DISCIPLINARY APPEAL**

When an employee may have a dispute, disagreement or problem concerning employment with the Village, it is anticipated that a resolution can be accomplished through informal discussions with supervisory personnel. If an employee feels that a resolution cannot be attained through informal means, formal grievance procedures may be initiated.

A grievance may be filed by any employee in response to any problem, concern, disagreement, disciplinary action or unresolved matter related to employment with the Village.

## **7.5 GRIEVANCE PROCEDURE AND DISCIPLINARY APPEAL**

The following steps shall be followed in filing a grievance. Special attention should be given to the time limits established for proceeding with any such filing. Sworn personnel shall be subject to grievance procedures as specified by State statutes.

**STEP 1:** The employee shall verbally notify the Department Supervisor of the topic of concern. The Supervisor shall attempt to provide a response to the employee within a reasonable amount of time. If the supervisor does not provide a response, or if the response does not satisfy the employee, the employee shall have the option to proceed to Step 2.

**STEP 2:** Within five (5) working days of the Department Supervisor's verbal response, the employee shall prepare a written statement outlining the nature of the grievance and shall present it to the Department Supervisor. The Supervisor shall respond in writing no later than five (5) working days from receiving the written notice. If the written response does not satisfy the employee, or if the Supervisor does not provide a timely response, the employee shall have the option to proceed to Step 3.

**STEP 3:** Forward the grievance to the Director of Administration and Public Safety who shall undertake the necessary action to investigate the problem. The Director shall schedule a meeting to discuss the matter within five (5) working days of the request. The meeting shall include the Department Supervisor, Director and the employee. The Director shall render a decision in the matter within ten (10) working days of the meeting.

A written copy of the decision shall be forwarded to the employee and Department Supervisor. This decision is final, however, it may be appealed within ten (10) working days.

If an employee is not satisfied with the outcome of the final decision of the Director of Administration and Public Safety, the grievance shall be directed to the Village President within ten (10) working days of the Director's decision. The Village President shall thereafter have ten (10) working days to assemble the Village Board as a grievance committee. The grievance committee shall have ten (10) working days to render a decision. Such decision shall be final.

The timetables outlined in this section may be extended if mutually agreed upon by the employee and Village representatives.

Any employee that files a grievance shall not be disciplined or discriminated against in any way because of his or her proper use of the grievance process.

Employees are allowed reasonable time during working hours for presenting their grievances, and no deductions shall be made from the pay of the employee for time spent in this way as long as it does not disrupt normal business. Employees may call on fellow workers who have personal knowledge and were directly involved in the grievance.

## IN-SERVICE PLACEMENT

### 8.1 PROMOTIONS

Whenever possible, the Village will promote existing employees to fill vacancies which arise. Consideration for promotion shall be based upon prior to job performance, personal qualifications, educational or technical training and promise of future development. Employees seeking promotional opportunities shall indicate such desires through the standard employment application procedures.

An employee who is promoted shall receive a salary and classification adjustment. Such an increase shall be no less than one (1) pay step increase above the employee's current classification.

Sworn personnel shall be subject to the promotion procedures established by the Board of Fire and Police Commissioners.

### 8.2 APPOINTMENT TO "ACTING STATUS"

In the event that a prolonged vacancy (more than 30 days) occurs in a supervisory or administrative non-sworn position, an existing employee may be appointed to assume the duties of the vacant position in an "acting" capacity. Such appointment shall be made by the Director of Administration and Public Safety and shall be considered a temporary appointment.

If the individual assigned to "acting" status is anticipated to perform the duties of a higher pay range, the "acting" employee shall receive a temporary pay and classification adjustment. Such an increase shall be no less than a one (1) step increase above the employee's current classification. Upon return of the permanent occupant of the position, the "acting" employee shall return to the position and pay rate held prior to the temporary appointment. Under no circumstances shall an employee remain in an "acting" capacity for longer than one (1) year.

### 8.3 LATERAL TRANSFERS

Voluntary transfers may be requested by employees with the written recommendation of the affected Department Supervisor(s). The Supervisor shall evaluate the request in terms of the employee's past performance, qualifications, promise for success in the desired position and needs of the Village. The recommendation of the Supervisor shall be submitted to the Director of Administration and Public Safety who shall approve or deny the request for non-sworn positions.

An involuntary lateral transfer consists of a reassignment of an employee to another job of similar pay, status and responsibility. Transfers may be made if necessary to meet the needs of the Village.

When possible, transfers will be discussed in advance with affected employees concerned in order to explain reasons for the transfer. When possible, consideration to employees preferences. Employees involved in a voluntary transfer will be required to successfully complete a ninety (90) day probationary period.

#### **8.4 DEMOTIONS**

If a non-sworn employee is demoted to another position with a lower pay range, the Village shall have the right to reduce the employee's salary in accordance with the compensation package.

#### **8.5 REDUCTIONS IN PERSONNEL**

If it is necessary to reduce the work force of the Village due to insufficient funds or a lack of available work, the Director of Administration and Public Safety shall formulate a list of positions designated for layoff and shall provide such list to the Village Board of Trustees. In accordance with Management's rights, such list shall be formulated to best provide, prioritize and fulfill the service needs of the Village.

A full-time regular employee is to be given at least seven (7) calendar days notice of a reduction in the work force or one (1) week's pay in lieu of such notice.

#### **8.6 RECALL FROM LAYOFF**

Employees laid off due to a lack of available work or insufficient funds shall be eligible for recall for a period of one (1) calendar year from the date of layoff. A recall list shall be maintained by the Director of Administration and Public Safety with all recalls occurring in the reverse order of layoff.

Employees eligible for recall shall have a maximum of seven (7) days to respond to a notice of recall and an additional fourteen (14) days to report to work. Any former employee who does not respond to a recall notice or report to work shall be considered to have voluntarily resigned.

An employee recalled within one (1) calendar year of layoff shall be entitled to any sick leave or seniority accrued prior to the layoff.

## 8.7 REAPPOINTMENT

Any employee who voluntarily resigns in good standing may be eligible for reappointment at a future time, provided an opening exists and the candidate is qualified for the position. The reappointed employee shall be considered a new hire. An employee who resigns and is later rehired shall not be credited with any sick leave, personal days or seniority accrued prior to resignation.

Any employee who is terminated for disciplinary reasons, resigns during disciplinary proceedings, or does not resign in good standing shall not be eligible for reappointment.



## TERMINATION OF EMPLOYMENT

### **9.1 RESIGNATION**

To resign in good standing, an employee must submit a written statement to the Department Supervisor at least fourteen (14) days prior to leaving Village employment. Managerial personnel shall be required to provide a minimum notice of twenty-one (21) calendar days prior to leaving Village employment. The statement shall be forwarded to the Director of Administration and Public Safety and made part of the employee's permanent personnel file.

Unless authorized by the Director of Administration and Public Safety, any employee who fails to provide notice of resignation shall not be considered for any future position with the Village.

### **9.2 EXIT INTERVIEW**

Exit interviews may be requested by the employee, Department Supervisor or Director of Administration and Public Safety upon notice of a pending resignation. The exit interview shall be considered voluntary on the part of the employee and shall not affect any compensation or benefits due an employee.

The purpose of an exit interview shall be to provide feedback to Village management on employment matters including working conditions, compensation, job satisfaction, quality of supervision and training and suggestions for improvement.

### **9.3 RETURN OF VILLAGE PROPERTY**

Prior to leaving the employment of the Village, all employees are required to return any Village owned property to their immediate supervisor. Such property shall include the employee's identification card, keys to the Village facilities or vehicles, tools, office supplies or any other Village owned property. Failure to return Village property will result in the retention of the employee's final paycheck and any benefits due until such return of property.

## Job Descriptions

This section is a separate addendum function which shall be provided by the Director of Administration.

## **SUPERINTENENT OF PUBLIC WORKS/WATER**

**Position Description:** The Superintendent of Public Works is responsible for overseeing the Public Works and Water Department staff including selection, training and supervising department employees. Must be able to communicate Village Administration goals to department personnel. Responsible for planning and implementation of projects and activities needed to meet community goals and needs.

**Organizational Relationship:** Reports directly to the Village Administrator.

### **Qualifications:**

Minimum Associates Degree or five years experience in a supervisory related field. Work related experience with training in such fields as engineering is desirable).

Demonstrated leadership, communication, decision-making and interpersonal skills.

Ability to encourage employees to participate in training relative to the Public Works/Water Departments.

Knowledge of policies of Public Works/Water System Operations (a minimum of five years experience in a related field is required).

Physical capability to perform all job functions in the department.

Must have a valid Class "C" Public Water Supply Operator License and Class "A" vehicle operator's license.

Demonstrated leadership, communication, decision making and interpersonal skills.

Must possess computer skills.

Must possess skills needed to effectively meet and deal with the public.

Must have ability to follow assignments through to completion in a timely and quality manner with limited supervision.

Must have knowledge of tree care and be able to obtain arborist certification.

### **Primary Duties and Responsibilities:**

Under the direction of the Village Administrator, the position is responsible for the supervision, planning, administration and overall maintenance and operation of the Village water system and Public Works Department. As a working department head, the position requires duties to be performed within the department but are not limited to:

## ***SUPERINTENENT OF PUBLIC WORKS/WATER***

### ***Job Description***

#### ***Page 2***

Coordinate, supervise and participates in all Public Works and water system maintenance operations.

Responsible for maintenance of streets, parkways, snow removal, tree planting, street repairs and services.

Establish and maintain proper water pressure and water quality in accordance with all applicable laws, standards and ordinances established by Federal, State and local regulatory agencies.

Inspects work of contractors for conformance to specifications to comply with Federal, State and local regulations.

Consults with Village Engineering firm on new construction projects and grading changes.

Conducts residential and commercial resale inspections as defined in the Municipal Code and provides a report to the Administration Offices.

Responds to general resident inquires.

Monitors and analyzes safety and loss prevention requirements of the Water Department. Formulates and implements necessary procedures, standards, regulations and training to maintain a safe work environment.

Supervises the operation and servicing of maintenance equipment.

Trains personnel in the safe and efficient operation of department equipment, water supply and distribution system.

Completes and maintains all Environmental Protection Agency and Illinois Department of Transportation records and reports and submits them to the appropriate agency. Remains cognizant of water allocation and consumption statistics.

Analyzes and anticipates operational needs and costs and provides a tentative budget for presentation to the Village Administrator and Village Board. Monitors expenditures of allocated funds.

Advises Village Administrator of any emergency situation and provides necessary information and data to rectify problem.

Attends and participates at required Village Board meetings, as needed.

***SUPERINTENENT OF PUBLIC WORKS/WATER***

***Job Description***

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Remains current with technological advancements and regulations affecting the distribution of water and operation of the Public Works Department.

All other duties as assigned by the Village Administrator.

**Job Classification Description:**

Heavy work involves moving objects up to one hundred pounds of force occasionally, lifting up to fifty pounds of force frequently and push or pulling objects up to twenty pounds of force constantly.

In the absence of personnel from within the department, may be required to fulfill other duties as assigned by the Village Administrator.

## **PUBLIC WORKS WATER OPERATOR**

### **FORESTRY TECHNICIAN**

**Position Description:** The Public Works Water Operator and Forestry Technician works under the direction of the Public Works/Water Superintendent.

**Organizational Relationship:** Reports directly to the Public Works/Water Superintendent.

**Qualifications:**

Must have a minimum of two years combined experience in a water department with forestry experience preferred.

Must have an Arborist Certification

Must have a Class "C" Operator's License

Physical capability to perform all job functions in the department.

Must have a valid Class "C" Public Water Supply Operator License and Class "A" vehicle operator's license.

Demonstrated leadership, communication, decision making and interpersonal skills.

Must possess computer skills.

Must possess skills needed to effectively meet and deal with the public.

**Primary Duties and Responsibilities:**

Under the direction of the Superintendent of Public Works/Water, the position is responsible for completing the following tasks but are not limited to:

Perform daily testing of water, including all Illinois Environmental Protection Agency water sampling requirements.

Install, read and repair water meters.

Maintain water distribution system (assist in repair of watermain breaks, install hydrants and perform any emergency repairs.

Compile data for consumer usage reports for billing purposes and for department activity records and reports.

Maintain Village Pump House Facility, pumps and motors.

***Public Works Water Operator***

***Job Description***

***Page 2***

Responds to emergencies such as watermain breaks, excessive water consumption and water pressure irregularities.

May be required to train other employees.

Prioritize, schedule, supervise and perform the gathering of water sample analysis, recording and adjustments. Directs and participates in the installation and maintenance of water meters, service connection and related water distribution systems. Maintains and monitors proper accuracy of water meters within the system.

Conducts reading of water meters and provides the Administration Office with data to initiate water and sewer billing. Assures verification of all move notices. Directs the solution of customer billing complaints.

Maintains Village streets, snowplowing, streets repairs, parkway tree maintenance and recommends treatment of trees, when necessary.

Remains current with technological advancements and regulations affecting the distribution of water and operation of the Public Works Department.

All other duties as assigned by the Superintendent of Public Works/Water.

**Job Classification Description:**

Heavy work involves moving objects up to one hundred pounds of force occasionally, lifting up to fifty pounds of force frequently and push or pulling objects up to twenty pounds of force constantly.

In the absence of personnel from within the department, this position may be required to fulfill other duties as assigned by the Public Works/Water Superintendent.

## **PUBLIC WORKS MAINTENANCE**

**Position Description:** Public Works Maintenance personnel works under the direction of the Public Works/Water Superintendent.

**Organizational Relationship:** Reports directly to the Public Works/Water Superintendent.

### **Qualifications:**

Must have experience in maintenance of grounds and operation of various types of equipment used in the Water and Public Works Department.

Must have a valid driver's license.

Physical capability to perform all job functions in the department.

Must possess skills needed to effectively meet and deal with the public.

### **Primary Duties and Responsibilities:**

Works under the direction of the Superintendent of Public Works/Water, the position is responsible for completing the following tasks but are not limited to:

Performs routine snowplowing, salting of roadways, maintenance of Village streets and minor street repairs.

As assigned, maintains and repairs Village equipment and other community assets.

Operates heavy equipment within the department to complete necessary assignments.

Provides required assistance to contractors and construction companies in dealing with Public Works issues.

Seasonal parkway tree trimming, as needed, grass cutting and weeding in Municipal parks and Village owned property.

Performs various building and grounds maintenance of Village facilities as assigned by the Superintendent of Public Works/Water.

All other duties as assigned by the Superintendent of Public Works/Water.

### **Job Classification Description:**

Heavy work involves moving objects up to one hundred pounds of force occasionally, lifting up to fifty pounds of force frequently and push or pulling objects up to twenty pounds of force constantly.

In the absence of personnel from within the department, this position may be required to fulfill other duties as assigned by the Public Works/Water Superintendent.



**EXECUTIVE SECRETARY/DEPUTY CLERK**  
**BUILDING AND ZONING DEPARTMENT**

**Position Description:** The Executive Secretary/Deputy Clerk provides primary administrative support to the Village Board, Village Clerk, Building and Zoning Department and other departments as assigned by the Village Administrator.

**Organizational Relationship:** Reports directly to the Village Administrator.

**Qualifications:**

Must have a minimum of three to four years experience working in a business office environment or equivalent combination or training in a records management position or administration position. Must have excellent organizational skills to work independently with initiative and judgment to be able to prepare a variety of typed correspondence and be familiar with current office practices and procedures as well as current computer programs.

**Personal skills including but not limited to the following:**

Must be able to maintain confidential information, to effectively work with the public, Village officials and other employees in a helpful and tactful manner. Must have excellent organizational skills to work independently with initiative and judgment.

Must be able to interact with the public as well as businesses and other governmental agencies.

Must have a basic understanding of accounting principles and records management, municipal government organization, policies and the interrelationships between department functions.

**Primary Duties and Responsibilities:**

**Recording Secretary to the Village Board.** Provides administrative support to the Village President, Village Board and any other departments as assigned by the Village Administrator. Prepares regular and special Board meeting minutes, agendas and general correspondence distributed to the Village Board for all meetings. Sends notification to the press to comply with Open Meetings Act requirements.

Prepares proclamations, resolutions, certificates and other general correspondence and reports as required to comply with various statute requirements. Periodically provides administrative support to other departments and corresponds with various other governmental agencies, as needed.

May be required to research projects for various departments, compile data and prepare reports.

**EXECUTIVE SECRETARY/DEPUTY CLERK  
BUILDING AND ZONING DEPARTMENT**

*Page 2*

**Deputy Clerk.** Prepares various forms, solicitation permits, business licenses, liquor licenses and other invoices. Collects payments and deposits with the finance department.

Serves as Deputy Registrar to register voters, serves as Freedom of Information Officer and completes proper training for Open Meetings Act compliance as well Freedom of Information Act compliance. Maintains the centralized filing system of Village records including periodic updates to comply with the Illinois State Archives record Disposal Act. Prepares invoices, other licenses and forms. maintains files of various plats, agreements, documents and general correspondence that have been recorded with the Recorder of Deeds and other governmental agencies. Provides general assistance to the Village Clerk, as assigned.

**Building Department.** Prepares permit costs sheets, permit placards, issues building permits, certificates of occupancy, scheduling of inspections and reporting permits to assessor's office. Routes plans to plan review consultant and Village Engineer for review and approval. Responds to a variety of general building/zoning questions from the public and builders. Issues resale inspection certificates and contractor business license renewals.

**Zoning Department.** Serves as Recording Secretary to the Planning and Zoning Commission when public hearings are scheduled, prepares agendas, minutes of meetings and other zoning related correspondence. Prepares legal notices for various public hearings and prepares other exhibit correspondence for routing to the Commission members.

**General:** All other duties as assigned by the Village Administrator.

**Job Classification Description:**

Sedentary Work involves exerting up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push or pull objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

In the absence of personnel from other administrative departments, employees may be required to fulfill duties of other departments as assigned by the Village Administrator.

## **ADMINISTRATIVE ASSISTANT ADMINISTRATION**

### **WATER BILLING**

**Position Description:** The Administrative Assistant provides general administrative support to the Village Administration Department and other departments as assigned by the Village Administrator.

**Organizational Relationship:** Reports directly to the Village Administrator.

**Qualifications:**

Must have a minimum of two years office experience working in a business office environment with skills to work efficiently and effectively with the public and various departments.

Must have working knowledge of computers and current software programs.

**Personal skills including but not limited to the following:**

Must be able to effectively work with the public, Village officials and other employees in a helpful and tactful manner. Must have excellent organizational skills to work independently with initiative and judgment.

Must have a basic understanding of accounting principles, policies and the interrelationships between department functions.

**Primary Duties and Responsibilities:**

Enters data for quarterly water billing including generation of bills, statements, notification to residents, posting of payments received and depositing funds collected with the Finance Department. Maintains records of water deposits, billing and refund of water security deposits after final readings. Must be able to work alone with minimal supervision.

Answers incoming calls to provide assistance to route callers to appropriate departments and responds to general inquiries in a timely manner. Compose, type and edit a variety of general office correspondence, reports, memoranda.

Places office supply orders for all departments.

Enters data in the vehicle sticker program and generates forms and reports. Collects monies for payment of water bills, vehicle stickers and other forms of payments.

Provides general administrative assistance to various departments, as needed.

***ADMINISTRATIVE ASSISTANT ADMINISTRATION***

***WATER BILLING***

***Page 2***

**General:** All other duties as assigned by the Village Administrator.

**Job Classification Description:**

Sedentary Work involves exerting up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push or pull objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

In the absence of personnel from other administrative departments, employees may be required to fulfill duties of other departments as assigned by the Village Administrator.

## ADMINISTRATION SERVICES

### FINANCE DEPARTMENT

**Position Description:** Administration Services is responsible for a variety of financial data, has oversight over the employee benefits program and provides IT support to all departments.

**Organizational Relationship:** Reports directly to the Village Administrator

**Qualifications:**

A minimum of three to four years' experience in municipal accounting or work related experience.

Demonstrated understanding and achievement in handling accounts payable, accounts receivable and general ledger municipal accounting finance functions.

Demonstrated leadership, communication, decision making and interpersonal skills.

Must possess computer skills.

Skills needed to effectively meet and deal with the public.

Must have ability to follow assignments through to completion in a timely and quality manner with limited supervision.

**Primary Duties and Responsibilities:**

Review and report bi-weekly payroll and submit to payroll service. Record and maintain attendance from time sheets.

Receive vendor invoices, enter for processing in LOCIS software program, and generate checks to pay vendors in a timely manner. Balance all accounts after payment processing is completed.

Process bank deposits and ensure that all receivables are recorded and placed in proper general ledger accounts.

Prepare monthly financial statement (Treasurer's Report) submitted to the Village Board for review and approval.

Maintain personnel files in a confidential manner in a secure location.

Coordinate employee benefits program and process all status changes. Add new employees to plan and inform new hires of benefit programs and policies. Process employee status changes that affect benefit participation. Remove employees from roster that terminate employment.

*Administration Services*

*Finance*

*Job Description*

*Page 2*

Prepares the budget, tax levy, appropriations ordinance, annual Treasurer's Report and other financial documents for Village Board review.

Maintains all financial data and records of the Village. Works with the Village auditing firm to compile various documents needed to complete the annual audit report and management letter.

All other duties as assigned by the Administrator/Chief of Police

**Computer Technology Liaison:**

Must possess above average knowledge of computers and network operations.

Provides technical support to all departments including updating Village's cable community access channel and updates to Village Website.

**Job Classification Description:**

Sedentary Work involves exerting up to ten pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push or pull objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

In the absence of personnel from other administrative departments, employees may be required to fulfill duties of other departments as assigned by the Village Administrator.

**Police Sergeant**  
**Position Description**

**Title:** Police Sergeant

**Position**

**Function:** Direct, supervise, and coordinate work of assigned shift personnel, prioritize work and assign tasks, evaluate performance, review and monitor reports of officers, periodically check equipment for proper maintenance, assist officers as needed, interpret and enforce departmental and Village policies for subordinates.

**Organizational Relationship**

Reports directly to the Director of Public Safety.

**Qualifications**

Minimum of Associates degree (or equivalent work related experience), law enforcement and supervisory training, police officer certification, valid driver's license. Knowledge of the following:

- Law enforcement principles.
- Federal, state and local laws which must be enforced.
- Departmental policies and procedures for handling various types of cases.
- First aid procedures.
- Supervisory principles and techniques.

Ability to:

- Analyze and interpret law enforcement situation and to determine the appropriate course of action.
- Sustain physical stress in crisis situations (e.g., running, jumping, climbing)
- Work in inclement weather without a loss of productivity or quality.
- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Communicate effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors and the general public.
- Exercise sound judgment in evaluating situations and in making decisions
- Follow and give verbal and written instructions.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.

**Police Sergeant**  
**Position Description**  
**Page 2**

**Qualifications-** continued

- Act quickly, calmly and decisively in emergencies and under stress.
- Express oneself clearly and concisely, orally and in writing.
- Facilitate effective conflict arbitration/resolution.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the Village and surrounding vicinity.

Emotional and psychological stability needed to:

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Tolerate and function effectively under stress.
- Deal effectively with the morbid, macabre, repugnant, abnormal, morose, psychotic, neurotic and otherwise unpleasant or unusual facets or results of human behavior.

**Principle Duties and Responsibilities**

Supervises and coordinates the assignments of all police officers, probationary and support personnel on an assigned shift, schedules patrol assignments, evaluates employee attendance and performance, recommends disciplinary actions as appropriate. Conducts roll call of police officers at the beginning of shifts, issues assignments, explains policy, procedures, special messages and department decision.

Directs, supervises, inspects and controls and activities of officers performing law enforcement duties, and performs these duties personally as workload increases, provides on-site assistance in difficult or delicate situations, determines needs for additional manpower, and/or appropriate methods and techniques in such situations.

Interprets and enforces department and Village policies, procedures and objectives for subordinates, informs the Director of Public Safety complex or sensitive policy situations or problem areas and recommends corrective action provides written documentation and reports as required; identifies need for innovations or improvements in operational procedures, and may assist in planning and implementing improvements.

Reviews all reports written by police officers and support personnel for accuracy, completeness and proper techniques. Investigates and responds to resident inquiries or complaints and provides general information on police department policy and procedures.



Police Sergeant

Position Description

Page 3

Observes appearance of personnel on assigned shifts for proper uniform, grooming and hygiene.

Prepares and maintains department records and reports in an orderly manner for reference and analysis purposes. Attends educational programs in order to maintain and enhance managerial and law enforcement skills. Trains new officers.

Conducts periodic performance evaluation and planning sessions for assigned personnel. Counsels assigned personnel on job performance and disciplinary matters. Personally participates in investigating criminal law violations occurring within Village limits, obtaining evidence and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court and related activities.

Works a uniformed shift in the performance of security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Patrols Village streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations. Responds and takes appropriate action emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, disorderly conduct, missing children, prowlers, abuse of drugs, etc.

Interrogates suspects, witnesses and drivers, preserves evidence, arrests violators, investigates and renders assistance at the scene of accidents, summons ambulances and other law enforcement vehicles, conducts follow-up investigations of crimes committed during assigned shifts; seeks out and questions victims, witnesses and suspects, develops leads and tips; searches the scene of crimes for clues, analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings, carries out all other duties assigned by the Director of Public Safety.

Coordinates, supervises, schedules and processes all department assignment schedules and supervises and process all time sheets including vacation time, compensation time and medical time. Oversees and supervises support service personnel including, but not limited to part time officers, telecommunications auxiliary officers. Acts as safety liaison officer with IRMA. Monitors and ensures compliance with uniform/clothing allowance. Research, coordinate and monitor available grants.

Peripheral Duties

Analyzes and recommends and supervises improvements to equipment and facilities, as needed. Reviews, evaluates and develops programs, suggests policies and procedures for various departmental operations. Assists in the preparation and administration of the department budget. Schedules and conducts meetings as necessary. Maintains departmental equipment, supplies and facilities. Serves as liaison with community groups.

Job Classification Description

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force constantly to move objects.

*Police Officer*  
*Position Description*

Title: Police Officer

**Position**

**Function:** Police officers are responsible for performing a variety of duties related to the protection of life and property; enforcement of criminal and traffic laws; prevention of crime; preservation of the public peace by establishing a partnership of shared responsibility, support and trust with law abiding members of the community and apprehension of violators of the law.

*Organizational Relationship*

- Officers report directly to the Sergeant in charge of his/her shifts.

*Qualifications*

- High School graduate.
- Physical standards (ex. strength to subdue resisting offenders, to pursue fleeing offenders to work in inclement weather conditions and to be able to work long hours.)
- Physical, mental and emotional stability in order to make appropriate rapid decisions during extreme circumstances relevant to personal and public safety.
- Valid drivers license and a good driving record.
- Strong interpersonal skills - ability to operate in both hostile and community service environment.
- Demonstrated record of exercising honest and good judgment in dealing with life situations.
- Ability to prepare well written clearly understood reports regarding activities handled.
- Demonstrated history of good personal discipline.
- Ability to handle stressful situations with discipline and respect for citizens.

Principal Duties and Responsibilities

Police Officer

Page 2.

Duties are prescribed in the Department's general and specific orders, are directed by Supervisors and are in compliance with the Rules and Regulations of the Department, as well as the Code of Ethics of the Law enforcement profession. The principal duties and responsibilities are as follows:

- Uniformed Vehicle Patrol  
To maintain high visibility in school, commercial, and residential areas.
- To be alert to suspicious incidents/persons.
- To enforce laws and ordinances.
- Respond to calls for assistance (emergency and non-emergency) and render assistance or service to people involved.
- When required, restore order and peace to situations and initiate investigations effect arrests or other appropriate action.
- Respond to motor vehicle accidents that involve property damage, personal inquires and or death.
  - Render aid to the injured
  - Secure the scene and investigate
  - Direct traffic
- Monitor traffic to ensure the safety of motorists, pedestrians and property.
- Investigations as required (crimes, unusual deaths, property damage, etc.)
- Court appearances - Testifying, etc.
- Continuous professional training.

In addition to these and the general and individual responsibilities of all members and employees, police officers are specifically responsible for the following.

1. The police officer shall report immediately at the designated hour and place, in proper uniform, for assignment and inspection; shall listen attentively to orders and instructions of supervisors; shall read such materials as are made available; shall make written memoranda of such information as necessary; and, shall immediately proceed with patrol duty upon completion of these tasks.

Police Officer

Page 3.

2. The police officer shall be thoroughly familiar with the geography of the Village of Indian Head Park, applicable Illinois statutes, Department rules and regulations, as well as general and specific orders and policies and procedures of the Department. To this end, the officer shall direct any questions regarding the above to a supervisor and shall continue to do so until the questions is properly answered.
3. Police officer shall carefully investigate all complaints which come to their attention. Suitable action shall be taken in such cases and interested parties shall be suitably informed of the laws relative to the particular complaint or incident.
4. The first officer to arrive at the scene of a crime or other police incident is responsible for the following actions as they may apply to the situation:
  - a. Summoning of medical assistance or other necessary assistance and the administration of first aid as required to prevent further injury or loss of life.
  - b. Arrest of violator(s).
  - c. Security of the scene.
5. Members of the Department shall respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence, however, all calls shall be answered as soon as possible, consistent with normal safety precautions and vehicle laws.

Failure to answer a call for police assistance promptly, without justification, is misconduct. Except under the most extraordinary circumstances or when otherwise directed by competent authority, no officer shall fail to answer any police assistance call directed to them.
6. Police officers are responsible for preliminary investigation of all crimes. At the scene of major crimes, subject to Department authority, the first officer at the scene shall establish whether the perpetrator is present and, if not, will begin the preliminary investigation at the scene of the crime, accident or other police incident. The ranking officer present shall assume command and direction of police incident. The ranking officer present shall assume command and direction of police personnel in a manner to assure the most orderly and efficient accomplishment of the police task. When two or more officers of the same rank are present and one of these is assigned to the investigative detail that will follow up the investigation, that ranking officer will be in charge.

Police Officer

Page 4.

7. Except when impractical, not feasible or where the identity is obvious, officers shall identify themselves by displaying the official badge or identification card before taking police action.
8. Officers charged with the custody of prisoners shall observe all laws and Department orders regarding this activity. Prisoners shall be kept securely, treated firmly and humanely and shall not be subject to unnecessary restraint.
9. Malicious assaults or batteries committed by members of the Department constitute gross misconduct. The use of physical force shall be restricted to circumstances specified by law when necessary to accomplish a police task successfully. Whenever a member, on or off duty, is required to strike or use considerable force against another person, he or she shall immediately call a supervisor to the scene or, if not practical, contact such superior as soon as possible following the incident and submit a written report to the Director of Administration.
10. Attendance at court, or quasi-judicial hearings as required by subpoena, is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling the case, or other competent court official. When appearing in court, members of the Department shall wear the official uniform of the Department or dress appropriately in a suit and tie with shoes polished. Female members shall dress conservatively and appropriately.
11. A police officer shall be cognizant of and shall report all
  - a. leaking water pipes, gas mains or sewers
  - b. defective street or traffic lights
  - c. traffic signs, U.S. mail boxes, power or telephone lines that are in need of repair.
  - d. Additionally, any defect of public service installations or any dangerous condition of streets, sidewalks, Village property or other property shall likely to prove dangerous to the public shall be immediately reported to a superior.
12. Any other duties, tasks and responsibilities as assigned by the Director of Administration or a supervisor.

Nothing in this section shall be construed as limiting the authority of the Director of Administration or other supervisor from assigning such functions and responsibilities as are necessary to establish and maintain maximum departmental efficiency effectiveness.

Job Classification Description

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Secretary  
Police Department  
Position Description

**Title:** Secretary

**Position**

**Function:** Responsible for the records, correspondence and administration documents of the department. To document all hours worked, vacation, overtime, sick leave and time due and other typing, filing and record keeping duties necessary.

**Organizational Relationship**

Reports directly to the Director of Public Safety.

**Qualifications**

- High school graduate with course work in general office practices.
- Working knowledge and skills in operating office equipment, computer, etc.
- Skills needed to appropriately and effectively assist the public.
- Verbal and written proficiency.

**Principal Duties and Responsibilities**

1. Provide for the efficient administrative operation of the office.
2. Prepares and maintains:
  - a. Sergeant's files except those that are restricted.
  - b. A record of all sick leaves. Maintain vacation records, comp time use, administrative billings.
  - c. A current record of the names, addresses, telephone number and badge number of all police and civilian personnel.
  - d. Keep a record of all court actions on the court arrest records.

Secretary  
Police Department  
Page 2.

- e. Maintain police records-process tickets, report tracking, accident reports, alarm log, inventory and property logs.
  - f. Maintain overtime records, comp time use, alarm billing.
3. Prepare the patrol reports and any orders that are to be distributed to the Department.
  4. Prepare and type correspondence.
  5. Perform duties of the Communications Dispatcher when necessary.
  6. Maintain sufficient office supplies.
  7. Secure all files, other places of safekeeping and the door to the office at the conclusion of the tour.
  8. Perform matron duties when requested.
  9. Prepare approved news releases and provide records system information when authorized.
  10. Fulfill any other duties, tasks and responsibilities as assigned by the Director of Public Safety.
  11. Act as administrative assistant to all sergeants as requested.
  12. Serves as Court Liaison.
  13. Completes end of month reports.

Job Classification Description

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.