

## ORDINANCE NO. 2024-01

### AN ORDINANCE AMENDING CHAPTER 34, LAW ENFORCEMENT, OF THE CODE OF ORDINANCES FOR THE VILLAGE OF CHERRY VALLEY, ILLINOIS BY CREATING SECTION 34-42, ADMINISTRATIVE SERGEANT

**WHEREAS**, the Village of Cherry Valley, Illinois ("Village") has adopted a Code of Ordinances ("Code") for the Village; and

**WHEREAS**, the Village of Cherry Valley operates a municipal police department; and

**WHEREAS**, Chapter 34 Law Enforcement, of the Village Code of Ordinances establishes the positions within the Cherry Valley Police Department; and

**WHEREAS**, the Village wishes to amend its Code by establishing the position of Administrative Sergeant in its police department within the Village; and

**WHEREAS**, the Village has determined that adopting such an ordinance is in the best interest of the Village and its citizens.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Cherry Valley, Illinois as follows:

1. Chapter 34, Article II, of the Code of Ordinances is hereby amended by the creation of Section 34-42, Administrative Sergeant, which shall read as follows (additions shown as **bold and underlined**):

#### **Sec. 34-42. Administrative Sergeant.**

- (a) **Generally. The Administrative Sergeant performs a number of administrative duties to assist the Chief of Police with administrative tasks. The primary duty involves working in an office setting; however, it may at times require work in the field.**
- (b) **Supervision received. Administrative Sergeant will be under supervision of the Chief of Police.**
- (c) **Supervision exercised. Administrative Sergeant will assist the Administrative Services Manager and Patrol Sergeants, as needed. May serve as a temporary Department Head during the absence of the Chief of Police.**
- (d) **Essential Duties and Responsibilities. Administrative Sergeant will have the following responsibilities:**
  - (1) **Work with the Administrative Services Manager to ensure that police department records related tasks are completed within required timeframes, and in accordance with State statutes.**

- (2) Assist in the coordination and planning of special events occurring within the Village and construction of Incident Action Plans and staffing assignments for these events.
  - (3) Assume the role of program administrator of the Body Worn Camera program.
  - (4) Stand-in for other sergeants when needed - assume various supervisor duties that are related to patrol to include daily operations as well as staffing/scheduling.
  - (5) Monitor increased security, permissions, roles, rights, and privileges for various software platforms to implement, configure, and/or troubleshoot.
  - (6) Perform in-service training for staff about new technology or technological methods.
  - (7) Assist patrol sergeant with allegations of misconduct investigation when needed.
  - (8) Implement and instruct officers of procedures for new initiatives and programs.
  - (9) Sign off on grant applications, facilitate and document drawing down funds, and file grant paperwork.
  - (10) Review annual racial profiling data and meet with patrol sergeants and make recommendations as needed.
  - (11) Issue directives to employees if necessary.
  - (12) Be familiar with use of a personal computer, including word processing, database, spreadsheet and specialized software; police radio, telephone, calculator, fax machine, copy machine, police vehicle, mobile data computer and first aid equipment.
  - (13) Work with village staff from various departments while working on collaborative initiatives.
- (e) Policy Development. Administrative Sergeant will have the following responsibilities regarding department policy:
- (1) Write policy and forward it to Chief for review.
  - (2) Ensure officers have a complete understanding of policy.
  - (3) Hold officers accountable to acknowledge policy.
  - (4) Ensure officers understand and comply with policy.
- (f) Peripheral Duties. Administrative Sergeant will have the following peripheral duties:
- (1) Assist the Fleet Maintenance Group with scheduling of repairs and maintenance of departmental vehicles.
  - (2) Assist with the recruitment and testing process of new officer candidates.
  - (3) Assist with the budgeting process and purchasing of Departmental Equipment.

(g) Desired Minimum Qualifications. An Administrative Sergeant must have the following minimum qualifications:

- (1) Two (2) years of experience as a Sergeant.
- (2) One (1) year of successfully managing an ancillary function (i.e.—Field Training, Traffic Unit, Taser Program, Firearms Program, etc..).

(h) Term.

The position of Administrative Sergeant, is filled by the chief of police with the approval of the president and board of trustees. All newly promoted sergeants shall complete a 12 month probation period. If the chief of police and board of trustees determines for whatever reason to eliminate the position of sergeant, or to maintain the position of sergeant but to leave such position unfilled as a means of more effectively utilizing its police force, the police officer who was promoted to such sergeant's position shall be returned to his former rank, including pay schedule if promoted from within the police department. If the person chosen to fill the police sergeant position is hired from outside the current police force, such individual's employment shall be terminated.

2. Except as amended in this Ordinance, all other provisions and terms of Village Code of Ordinances shall remain in full force and effect as previously enacted except that those ordinances, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

3. This ordinance shall be in full force and effect after its approval, passage, and publication in pamphlet form as required by law.

PASSED UPON MOTION BY: NANCY BELT

SECONDED BY: JEFF FUSTIN

BY ROLL CALL VOTE THIS 16<sup>TH</sup> DAY OF JANUARY, 2024

AS FOLLOWS:

VOTING "AYE": NANCY BELT, JEFF FUSTIN, MIKE NEVILLE,  
BRANDI PEARSE, CARL WEDIG

VOTING "NAY": NONE

ABSENT, ABSTAIN, OTHER: SALLY HOLLEMBEAK

APPROVED: JANUARY 16, 2024

ATTEST:

Kathy Trimble  
Kathy Trimble Village Clerk



David Schroeder, Village President