

Position Title: CHIEF OF POLICE
Immediate Supervisor: MAYOR
Classification: FULL TIME SALARY
Location: Village of Island Lake, IL.

About the Village of Island Lake:

The Village of Island Lake, IL is located in Lake and McHenry counties in the northwest suburbs of Chicago and has an approximate population of 8,100 residents. Island Lake gets its name from its namesake lake. Island Lake was originally a vacation destination for Chicagoans, but due to its charm and beauty, became a permanent residence for many to grow their families and call home. Island Lake continues to grow and prosper while still maintaining its overall charm and beauty.

Job Summary

The Chief of Police will act in the capacity of executive head of the Police Department subject to the orders of the Mayor and all applicable law. The Mayor appoints the Chief of Police to act in the Mayor's behalf and to see that the Police Department functions as required.

Job Scope

The Chief of Police is directly responsible to the Mayor for the administration of the Police Department and is in direct control of the Police Department's enforcement of all laws of the State of Illinois and Ordinances of the Village of Island Lake. The Police Chief is responsible for the control, direction, efficiency, and internal affairs of the Department and has the power and authority to assign the personnel of the Department as deemed necessary to carry out the functions, objectives, and goals of the Department. The Chief represents the Department at all Village Board meetings in which called to be present and approves the attendance of individual officers at Village meetings. The Chief shall work cooperatively with the Mayor and Department heads.

Essential Job Duties and Responsibilities

The Chief of Police is the chief administrative officer of the Department and the final departmental authority in all matters of policy, operations, and discipline. The Chief seeks advice from the Mayor in all budgetary or financial questions. The Chief exercises all lawful powers of the office and issues such lawful orders as are necessary to ensure the effective performance of the Department. The Chief is responsible for planning, directing, coordination, controlling and staffing all activities of the Department for its continued and efficient operation, for the enforcement of the rules and regulations within the Department, for the completion and forwarding of such reports as may be required by competent authority, and for the Department's relations with local citizens, City government and other related agencies.

Duties include, but are not limited to:

- Investigation and enforcement of all laws of the State of Illinois, and Ordinances of the Village of Island Lake, and other duties of a Police Officer.
- Makes written and verbal report reports to the Mayor and Village board as directed by the Mayor.
- Informs the Mayor of incidents of developments that may unusually affect public or official relations.
- Responsible for training all full and part-time members of the Department. Training to include preliminary training of members upon appointment to the Department and all continuing training of its members
- Prepare payroll
- Assist with Department Budget
- Certifies all bills to ensure they are correct.
- Responsible and accountable for the custody of all property coming into the possession of the Department.
- Keeps accurate records of all property and is responsible for its safekeeping and lawful return or disposal.

- Makes public addresses on behalf of the Department
- Responsible for the day-to-day operations of the Department, and supervision of all subordinate officers within the Department.
- Annually reviews the Police Policy and Procedure Manual and recommends changes to the Village board for approval.
- Responsible for the investigation of all charges or complaints made against members of the Department.

Minimum Education, Experience and Certification

- Bachelor's Degree or higher from accredited college
- Meets minimum hiring standards as set forth by Illinois law Enforcement Academy
- Must possess and maintain a valid Illinois Driver's License
- No less than ten (10) years full-time law enforcement experience with no less than five (5) years of experience as a law enforcement supervisor.

Knowledge, Skills and Abilities

The successful applicant must possess:

- Basic knowledge, understanding and work experience as a patrol officer.
- Skills necessary to direct the public, if necessary as well as direct officers and work with other department heads of the village.
- Computer efficiency is required.
- Considerable knowledge of modern law enforcement principles, procedures, techniques, and equipment: considerable knowledge of applicable laws, ordinances and department rules and regulations; extensive knowledge of village geography.
- The ability to read and understand all Department regulations, policies, rules and instructions, law regulations and police literature.
- The ability to read, understand and communicate verbally in English.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified in this position.

Salary Range: \$135,000 - \$140,000, plus benefits

Application deadline: Monday, 7/6/2026

Send resume and qualifications to: Georgine.cooper@voislk.com