



Code: 9102
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: DIRECTOR OF CAPS

CHARACTERISTICS OF THE CLASS

Under direction of a Deputy Chief, the position is responsible for assisting in the general management and control of the Office of Community Policing, and performs related duties as required.

ESSENTIAL DUTIES

- Acts as a liaison with all City departments, ensuring coordination of City services as they apply to the community-relations strategy and organizes community residents in furtherance of community-relations-related initiatives
- Assists in the oversight of the following division sections (e.g., Field Operations, Senior Services and Domestic Violence, Youth Services, Preventive Programs and Court Advocacy, Community Outreach, Special Activities, Civil Rights, Honor Guard Team and School Visitation Unit) including the supervision of section staff (e.g., preparing performance evaluations, approving time off requests, and administering discipline, as required)
- Coordinates and facilitates district law enforcement community policing efforts as they relate to interactions with community stakeholders, residents, business owners, and other community members consistent with department directives
- Facilitates and coordinates law-enforcement services provided to the senior-citizen community and provides immediate, effective assistance and protection for domestic-violence victims and witnesses and coordinates department-wide domestic violence training
- Coordinates department's youth-related community policing activities directed towards prevention and intervention
- Oversees the development of programs, lectures, displays, seminars, and crime prevention and safety tips for citizens and community groups
- Promotes long-term impact on neighborhood safety by working with community members to identify and track court cases of interest to the community and providing support for victims and witnesses who testify in court
- Manages assistance to sworn members and their families when members are killed or seriously injured
- Leads department special projects and events
- Works closely with department divisions in the investigation of reported hate crimes
- Manages staff engaged assigned to the Honor Guard Team participating in ceremonial services including funerals and other events
- Coordinates school-based programs consistent with department directives
- Plans and directs the budgeting and program management of the Office
- Selects, supervises, trains, and evaluates the performance of assigned unit managers, supervisors, and staff
- Coordinates the management of reform projects and tracks the implementation of reform initiatives to ensure that initiatives are completed correctly and efficiently

- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- This is an appointed position, exempt from the Shakman decree
- Successful candidates to possess the following:
 - Ten years of community or social service, criminal justice, community engagement experience, or an equivalent combination of training and experience
 - Bachelor's degree from an accredited college or university preferred
 - Three or more years of senior-level managerial experience preferred

Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License

WORKING CONDITIONS

- Police facility environment
- Travel anywhere within the boundaries of the City of Chicago, as required
- Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Exposure to outdoor weather conditions, including extreme weather situations

EQUIPMENT

- Computers and peripheral equipment (e.g., personal computer, computer terminals, mobile data computers)
- Standard office equipment

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES

Positions assigned to executive leadership roles within the Chicago Police Department are expected to possess the following knowledge, skills, abilities, and attributes.

- Commitment to upholding high moral standards and values; including acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g., remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve
- Commitment to the timely implementation of Consent Decree requirements
- Commitment to working with diverse populations and interest groups found within a major urban city and of integrating community input into the planning and implementation of police services

- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
 - Administrative, budgetary, and strategic management skills
 - Skills in communicating and interacting with the media, community organizations, elected officials, and the general public
 - Experience dealing with labor-management issues and the ability to work effectively with employee unions
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2022