



## **Washington Police Department**

115 WEST JEFFERSON STREET  
WASHINGTON, ILLINOIS 61571  
NON-EMERGENCY (309) 444-2313

**Michael D. McCoy**

Chief of Police

**TO: Mayor Manier and City Council**

**FROM: Michael McCoy – Chief of Police**

**Date: December 13, 2017**

**Subject: Deputy Chief of Police**

### **BACKGROUND**

The Washington Police Department being a full time active law enforcement agency needs a person designated as second in command. That position needs to be separated from other subordinate ranks in the department. The proposed position, Deputy Chief of Police, would be responsible for all Washington Police Department activities in the absence of, or at the direction of, the Chief of Police.

### **SUMMARY**

In the absence, or at the direction, of the Chief of Police there needs to be a person that can be designated to take charge of the Washington Police Department. This person needs to hold a rank superior to all subordinate ranks of the department and only be responsible to the directions of the Chief of Police and all related laws and ordinances. The person designated as Deputy Chief of Police needs to be from within the ranks of the Washington Police Department and must have the confidence and trust of the Chief of Police.

The Deputy Chief of Police will be appointed by, and serve at, the discretion of the Chief of Police. If the Chief of Police replaces the Deputy Chief of Police that person will return to the rank held before being appointed.

The Deputy Chief of Police will have the responsibility to represent the Chief of Police at meetings and other such activities as directed. This will allow for the Washington Police Department to, in most cases, be represented with a person who has the authority to make decisions.

### **REQUESTED ACTION**

The recommendation of the Chief of Police is to amend Chapter 33 of the Code of Ordinances of the City of Washington, Tazewell County, Illinois, for the purposes of creating and establishing the rank of Deputy Chief of Police within the Washington Police Department..

**ORDINANCE NO. \_\_\_\_\_**

Synopsis: Adoption of this ordinance would create and establish the rank of Deputy Chief of Police within the Washington Police Department.

**AN ORDINANCE AMENDING CHAPTER 33 OF THE CODE OF ORDINANCES OF THE CITY OF WASHINGTON, TAZEVELL COUNTY, ILLINOIS, FOR THE PURPOSES OF CREATING AND ESTABLISHING THE RANK OF DEPUTY CHIEF OF POLICE WITHIN THE WASHINGTON POLICE DEPARTMENT**

**WHEREAS**, the City of Washington, Illinois is a home-rule municipality with the authority to adopt ordinances and promulgate rules and regulations that pertain to its government and affairs for the protection of the health, safety and welfare of its citizens; and

**WHEREAS**, the City Council of the City of Washington has determined that in order to provide for more efficient operations of the Washington Police Department it is in the best interests of the City to create and establish the rank of Deputy Chief of Police within the Washington Police Department.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON, TAZEVELL COUNTY, ILLINOIS**, that Chapter 33 of the Code of Ordinances of the City of Washington, Tazewell County, Illinois, be, and the same hereby is, amended as follows:

Section 33.03 of Chapter 33 of the Code of Ordinances is hereby deleted in its entirety and the following Section 33.03 shall be substituted in its place, and the following new Section 33.04.01 shall be added to Chapter 33:

**§33.03 POLICE OFFICER RANKS WITHIN THE DEPARTMENT**

The ranks of the commissioned police officers in the Department, in descending order, shall be:

- (1) Chief of Police, who shall be the commanding officer of the Department of Police;
- (2) Deputy Chief of Police, will serve as the operational manager of the Washington Police Department and assume responsibility for providing department wide leadership and direction.
- (3) Sergeant, whose duties shall include general management and supervisory responsibility and authority; and
- (4) Patrol Officer.

**§ 33.04.01 DEPUTY CHIEF OF POLICE; APPOINTMENT; REMOVAL; RESPONSIBILITIES**

- (A) Rank within the Department. The Deputy Chief of Police shall be subordinate in rank to the Chief of Police and superior in rank to the Sergeant and Patrol Officer.
- (B) Appointment. The Deputy Chief of Police shall be appointed by, and serve at the sole direction and pleasure of, the Chief of Police. An individual appointed to the position of Deputy Chief of Police shall have no property rights in the appointment, shall serve in the position of Deputy

Chief of Police on an at will basis, and shall not be under or subject to the authority of the Board of Police Commissioners. Further, the Chief of Police shall have the authority to discipline the Deputy Chief of Police.

Upon the vacancy in the position of Deputy Chief of Police, the Chief of Police shall in his or her sole discretion fill the position with a qualified candidate from within the Washington Police Department. In the event there are no qualified candidates from within the Washington Police Department, the Chief of Police may recommend to the Police Supervisor Selection Committee that an individual from outside the Department of Police, who possesses prior supervisory and/or command experience in law enforcement or the military, be appointed a Sergeant in accordance with §33.05 of this Chapter 33 of the Code of Ordinances. Upon the appointment of the individual from outside the Department to the position of Sergeant in the Department of Police by the Police Supervisor Selection Committee, the Chief of Police shall thereafter appoint said individual to the rank of Deputy Chief of Police. The Chief of Police shall also perform all other legal requirements to be satisfied to employ the person selected to fill the position of Deputy Chief of Police.

- (C) Removal. The Chief of Police has the authority to remove any Deputy Chief of Police in his or her sole discretion. If it is determined by the Chief of Police that it is necessary and/or desirable to remove a person from the position of Deputy Chief of Police, the Chief of Police shall return the person so removed to the rank/position held by such person in the Department of Police prior to being appointed Deputy Chief of Police.

Any individual who was a Patrol Officer in the Department of Police immediately prior to appointment to the position of Deputy Chief of Police shall, upon removal from the position of Deputy Chief of Police, automatically return to the rank of Patrol Officer together with all authority, responsibility and compensation commensurate with such prior rank. The Board of Police Commissioners shall retain jurisdiction to discipline greater than five (5) days and/or discharge those individuals removed from the rank Deputy Chief of Police and returned to the rank of Patrol Officer by the Chief of Police.

Except only as expressly provided herein in the last paragraph of this §33.04.01(C) below, any individual who was a Sergeant in the Department of Police by appointment of the Police Supervisor Selection Committee prior to appointment to the position of Deputy Chief of Police shall, upon removal from the position of Deputy Chief of Police, automatically return to the rank of Sergeant. In accordance with §33.05 of this Chapter 33 of the Code of Ordinances, the Police Supervisor Selection Committee shall have the discretion and authority to discipline those individuals it had previously appointed to Sergeant and who were subsequently returned to the rank of Sergeant following removal from the rank of Deputy Chief of Police by the Chief of Police, as well as the discretion and authority to remove said individuals from the rank of Sergeant.

Any individual who had been promoted to Sergeant by the Board of Police Commissioners prior to being appointed to the position of Deputy Chief of Police shall, upon removal from the position of Deputy Chief of Police, automatically return to the rank of Sergeant with all authority, responsibility and compensation commensurate with such prior rank. The Board of Police Commissioners shall retain jurisdiction over the demotion, discipline greater than five (5) days,

and discharge of any individual it had previously promoted to Sergeant, and who was subsequently returned to the rank of Sergeant following removal from the rank of Deputy Chief of Police by the Chief of Police.

- (D) **Duties and Responsibilities.** The Deputy Chief of Police shall be responsible for the supervision of all subordinate personnel, and shall perform any and all duties and responsibilities as assigned by the Chief of Police. In the absence of the Chief of Police, the Deputy Chief of Police shall be responsible for the overall operation of the Washington Police Department during such absence.

**PASSED AND APPROVED** this \_\_day of December, 2017.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk