



KENDALL COUNTY OFFICE OF THE SHERIFF

Dwight A. Baird, Sheriff
1102 Cornell Lane Yorkville Illinois 60560
Phone: 630-553-7500 Fax: 630-553-1972
www.co.kendall.il.us/sheriff



KENDALL COUNTY SHERIFF'S OFFICE DEPUTY SHERIFF - INSPECTOR GENERAL JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This job description is subject to change as the needs and requirements of the job change.

GENERAL SUMMARY

To serve as the Inspector General for the Office of the Sheriff, to direct, manage, supervise and coordinate the programs and activities of internal investigations and complaints within the Sheriff's Office; to coordinate assigned activities with other County departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Sheriff, Undersheriff, Chief Deputy, Police Operations Commander, Corrections Commander, and the Human Resources Manager.

The position Inspector General receives administrative direction from the Sheriff, the County Administrator, and the County Board Chairperson. The position exercises direct supervision related to internal investigations, administrative reviews, and investigations over supervisory, civilian, and sworn staff. This position is a full-time, Fair Labor Standards Act (FLSA) exempt position.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- A.** Performs primary duties requiring office or minimal non-manual work directly related to the management or general business of administrative and internal investigation operations of the Kendall County Sheriff's Office (KCSO), including, but not limited to the following:
- Functions as an independent and impartial investigator for: use of force incidents, complaints of misconduct regarding any member of the office, and all other internal or administrative investigations as directed by the Sheriff.
 - Works closely with the Kendall County Sheriff to ensure proper integration and public accountability of KCSO policies, collective bargaining agreements, Sheriff's Merit Commission rules, and laws related to administrative and internal investigations.
 - Investigates complaints as required or directed to ensure compliance with the requirements of KCSO policies, collective bargaining agreements, Sheriff's Merit Commission rules, and laws and is responsible for appropriately documenting and referring deficiencies to the Sheriff for action as needed.

- Prepares monthly reports regarding or relating to the KCSO internal or administrative investigations to present to the Kendall County Sheriff and the Sheriff's Merit Commission for update and advisory purposes.
- Maintains appropriate tracking and documentation standards, procedures and documentation/records of all internal and administrative investigative records within the KCSO.
- Maintains the KCSO employee monitoring database and any other documentation and records related to internal and administrative investigations.
- Researches and remains apprised of all professional standards, trends, and requirements related to public accountability.
- Provides support to KCSO Staff by performing business office related tasks pertaining to internal and administrative investigative matters, including drafting reports, preparing documents, securing and managing necessary vendor contracts, and communicating with vendors and other contractors, as directed by Sheriff.
- Assists the Sheriff in preparing letters, memoranda, surveys and statistical reports pertaining to internal and administrative investigation matters.
- Assists the Business Manager in filing and maintaining original copies of notices, agreements, legal documents and any other documents produced or required by law, policy, CBA, or Sheriff Merit Commission rule related to internal and administrative investigative records.
- Ensures any notification requirements are met in accordance with statute, policy, ACA, ILETSB, and any other regulatory body.
- Interacts, regularly, with the public in person, in writing and on the phone. Works with other law enforcement officials, political entities, and the public to provide direction and assistance as needed.
- Participates in and/or oversees all KCSO use of force reviews and prepares reports in accordance with policy and/or legal compliance.
- Oversees all KCSO citizen, internal, and inmate complaints and prepares reports in accordance with policy and/or legal compliance.
- Organizes and executes various financial tasks including, but not limited to: managing applicable accounts for KCSO budget planning and projection purposes.
- Required to conduct inquiries and investigations for other Kendall County Government Offices.

B. Primary duties, requiring the exercise of discretion and independent judgment with respect to matters of significance, and their recommendations regarding the same which are given great weight by the final decision makers, including, but not limited to the following:

- Continuously monitors and reviews the efficiency and effectiveness of KCSO internal and administrative investigative programs and processes.
- Reports decisions related to the KCSO internal and administrative investigation programs and the results of the KCSO internal and administrative investigation programs in relation to established practices and statutory requirements to the Sheriff.
- Recommends new approaches or methods for changes concerning policies, procedures, and general feedback to continue improvements in the efficiency and effectiveness of internal and administrative investigations.
- Recommends future training and the purchase and implementation of training programs to the Training Coordinator as determined by any needs identified during an internal or administrative investigation.
- Develops and recommends both long and short term accountability goals and objectives for the KCSO.

C. General Duties:

- Must be punctual and have regular attendance.
- Performs all other duties as assigned.
- Drives to and from various sites and meetings.

ENVIRONMENTAL FACTORS:

The position involves exposure to and requires the employee to function in the presence of:

- Weather conditions: all and extreme weather conditions.
- Lightning conditions: all and extreme lightning conditions, daylight and Night/low light, with and without artificial light available, indoors and outdoors.
- Fire, smoke, chemical leaks/spills; in close proximity as necessary to provide emergency services.
- Personal danger: including but not limited to:
 - Armed and/or dangerous persons/animals.
 - Persons and/or articles with contagious/communicable disease.
 - Hazards associated with emergency driving, traffic control and working in and around traffic.
 - Hazards associated with natural and man-made disasters.

EQUIPMENT:

The position requires the ability to operate the following equipment:

- Motor vehicles: reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
- Basic office equipment: including but not limited to the typewriters, telephones, cellular telephones, computer terminals, mobile data terminals, etc.
- Writing implements and basic drawing templates: including the ability to write legible documents and produce simple diagrams.

QUALIFICATIONS

Education and/or Experience:

- A bachelor's degree or greater education degree required.
- Prior law enforcement, corrections, or legal counsel experience is required.
- Any combination of experience and education that would likely provide the required knowledge and abilities for this position is preferred. A typical way to obtain the knowledge and abilities would be any combination of the following:
 - A minimum of ten (ten) years of experience working in a law enforcement or corrections setting as a sworn member of a similar organization; and
 - A minimum of five (5) years of experience in business administration, human resource management, government administration, or training coordinator of a public service organization; and
 - At least 5 years work experience with law enforcement and/or corrections command or administrative management level is required.
- Word processing and personal computer training and knowledge is required.

Knowledge and Ability:

- Knowledge of human resources, business practices, and business software (Microsoft Office Suite).
- Knowledge of modern office practices, principles of modern record-keeping, set up and maintenance of filing systems.
- Knowledge in the use of computer, audio/video recording equipment, and other common office equipment.
- Knowledge of modern police and/or corrections practices.
- Knowledge of Collective Bargaining Agreements.
- Knowledge of the Uniform Police Officer's Disciplinary Act (UPODA, 50 ILCS 725/).
- Knowledge of current budgeting and accounting methods.
- Ability to prepare accurate, detailed, and comprehensive reports.
- Ability to function independently and with minimal direct supervision.
- Ability to speak publicly or to committees and/or boards.
- Ability to provide testimony in court or other formal proceedings.
- Ability to interpret case law and other legal guidance.

Language Skills:

- Ability to read, interpret and comprehend instructions, policies, procedures and documents related to the financial, business management, and training operations of the KCSO.
- Ability to write reports, correspondence, and other documents related to the duties performed in this position.
- Ability to communicate effectively with KCSO staff and co-workers, members of the public, government officials, vendors, service providers, and other county and municipal agencies.
- Proficiency in the English language, including spelling and grammar.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio, and percentage and ability to draw and interpret graphs.

Reasoning Skills:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to work collaboratively with members of the KCSO Command and administrative staff, as well as other county elected offices, committees, boards and departments.
- Ability to work independently without the need for direct supervision.
- Ability to interpret and apply KCSO policy and directives and local, State and Federal laws and regulations.

Certificates, Licenses, Registration:

- Possess and maintain a valid driver's license.
- Possess and maintain a valid Firearm's Owner Identification Card (FOID).
- Other certificates and registrations as required for the specific duties performed.

Physical Demands:

- Employees must occasionally stand and bend.
- Employee must occasionally be able to walk unassisted up to .5 (1/2 mile).
- Employee must be able to sit or stand at a desk for extended periods.
- Employee must regularly lift and or move objects weighing 25 pounds and occasionally lift and/or move objects exceeding 60 pounds.
- Employee must be able to stoop, kneel, and crouch.
- Employee must be able to use hands and fingers to manipulate, handle, or feel.
- Employee must be able to reach, push, and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision. Employee must be free of color blindness.

Work Environment:

- Generally, this position will be conducted from an office setting, however it also requires occasional travel and job duties to be performed outdoors.
- Occasionally employee will be at sites or locations that require exposure to poor or extreme weather conditions.
- While performing assigned job duties, employee may be exposed to files, documents, videos, and photographs of a graphic or sexual nature.
- The noise level in the work environment is generally quiet to moderately noisy.
- Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours, as necessary.
- Employee must comply with KCSO policy and procedures, all other directives and lawful orders.
- The work environment is subject to frequent interruption.
- Employee should provide their own transportation or travel to and from meetings, training, conferences, etc. unless pre-approved by the Sheriff or designee in accordance with existing policies or law.

JOB DESCRIPTION APPROVAL:

I have reviewed this job description and understand that it reflects the major tasks of my job. If I have any questions, I understand I can contact my supervisor.

Employee Receipt Acknowledgement and Signature

Date

I have issued this job description to the employee. The job description currently reflects the needed skills and abilities required to perform the job of Training Coordinator.

Sheriff's Signature

Date

Cc: Employee, file