



Our Mission: *To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.*

**City of Oregon Council Agenda,
Tuesday June 25th, 2024, 5:30 P.M.
115 N 3rd Street**

Public Option: Join Meeting via Zoom

Meeting ID: 890 3973 2478

Passcode: 147549

One tap mobile

+13092053325

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PRESENTATIONS**
5. **PUBLIC COMMENT**
6. **APPROVAL OF MINUTES**
7. **APPROVAL OF WARRANTS AND PAYROLL**
8. **BUSINESS ITEMS**
 - a. **Approve recommendation from the Planning Commission for a Variance requested by the City of Oregon for an LED Lighted Sign at the Sarah Phelps Plaza**
9. **PROCLAMATIONS, COMMENDATIONS, ETC**
10. **DISCUSSION ITEMS**
 - a. **Review First Responder Resiliency Program**
 - b. **Review Job Description for Chief of Police**
 - c. **Review Job Description for Deputy Chief of Police**
 - d. **Review Job Description for Police Lieutenant**

The City of Oregon, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in the meeting(s) or have questions about the accessibility of the meeting(s) or facilities, contact the City Manager Darin DeHaan at 815-732-6321 at least 24 hours before a scheduled meeting to allow the City to make reasonable accommodations for these persons.

- e. **Review Job Description for Police Sergeant**
- f. **Review Job Description for Police Officer**

11. COMMITTEE REPORTS

- a. **PLANNING**
- b. **ECONOMIC AND COMMUNITY DEVELOPMENT**
- c. **FINANCE**
- d. **SUSTAINABILITY**
- e. **TREE BOARD**
- f. **PUBLIC ART COMMISSION**
- g. **OTHER**

12. DEPARTMENT AND OFFICER REPORTS

- a. **POLICE**
- b. **PUBLIC WORKS**
- c. **CITY CLERK**
- d. **CITY ATTORNEY**
- e. **CITY MANAGER**

13. COUNCIL REPORTS

- a. **MEMBER WILSON**
- b. **MEMBER SCHUSTER**
- c. **MEMBER COZZI**
- d. **MEMBER KRUG**
- e. **MAYOR WILLIAMS**

14. EXECUTIVE SESSION

- a. **Motion to Approve Employee Separation Agreement**

15. ADJOURNMENT

A portion of the meeting maybe closed to the Public, immediately as permitted by 5 ILCS 120/2 (c) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the City of Oregon, and as permitted by 5 ILCS 102/2 (c)(11) to discuss litigation against, affecting, or on behalf of the City which has been filed and is pending in a court or administrative tribunal of which is imminent and as permitted by 5 ILCS (c)(21) to review and approve closed session minutes and as permitted by 5 ILCS 120/2 (c) 2 Collective negotiating matters. **Possible action after executive session**

COUNCIL MEETING MINUTES
Tuesday June 11th, 2024, 5:30 P.M.
City Hall Council Chambers
115 N 3rd Street

The Council of the City of Oregon met Tuesday June 11th, 2024, at 5:30 P.M.

The meeting was held at the City Hall Council Chambers and on Zoom.

Present: Mayor Ken Williams
Council Member Kurt Wilson
Council Member Tim Krug
Council Member Terry Schuster
City Manager Darin DeHaan
City Attorney Paul Chadwick
Deputy Chief of Police Matt Kalnins
City Clerk Cheryl Hilton
Absent: Council Member Melanie Cozzi
Also Present: Bill Covell and George Howe.

Mayor Ken Williams called the meeting to order at 5:30pm.

City Manager Darin DeHaan started the pledge of allegiance.

Council Members Krug, Schuster, Wilson, and Mayor Williams answered roll call. A quorum was present.

Presentation

Greg Gates with Lee Ogle Transportation System discussed the 10,000 square foot building project that will be located at the corner of Pines Road and Route 2. The building will house vehicles used to transport residents of Lee and Ogle County. Transportation services can be scheduled for community services such as doctors appointments, banks, and restaurants.

Public Comment

Marcia Baugous spoke to the City Council regarding trees in her terrace.

Approval of Minutes

Council Member Tim Krug moved to approve the May 28th, 2024, minutes, Seconded by Council Member Terry Schuster.

Roll Call: Krug, Schuster, Williams. No Nays. Abstain: Wilson. Absent: Cozzi.

Approval of Warrants & Payroll

Council Member Terry Schuster moved to approve payroll in the amount of \$61,645.00 and the current warrants as listed:

Ace Hardware & Outdoor Center	\$99.73
Advanced Automation & Controls	\$24,875.00
AEP Energy	\$3,183.64
Arbor Day Foundation	\$129.50
Bill Covell	\$100.00

Carreno Landscaping	\$350.00
Chana School Museum Foundation	\$467.60
City of Oregon	\$728,000.00
Comcast	\$248.57
Dana Frager	\$68.21
Envision Healthcare	\$298.00
Fehr Graham	\$19,500.00
Fidelity Security Life Insurance	\$137.84
Fischer's	\$3,698.56
Foremost Promotions	\$420.72
Frontier	\$117.58
Galls, LLC	\$50.94
Hawkins, Inc	\$1,729.37
Helm Civil	\$2,426.67
Hey Tree Service, LLC	\$10,600.00
Illinois EPA	\$17,833.19
Illinois EPA	\$35,143.19
James Taylor	\$40.00
James Taylor	\$950.00
Kelsey Excavating, Inc	\$1,250.00
Layne	\$85,878.00
Lexipol LLC	\$2,888.90
Manheim Solutions	\$2,592.00
MCS	\$145.00
MCS Advertising	\$25.00
Mel's Custom Graphics	\$1,280.00
Menards	\$269.54
Merlin's Greenhouse and Flowers	\$75.00
NAPA	\$120.87
O'Brien Civil Works, Inc	\$337.50
O'Brien Civil Works, Inc	\$7,860.00
Ogle County Sheriff's Dept	\$1,700.00
Postmaster	\$824.73
Region 1 Planning Council	\$2,398.75
Republic services #721	\$68.00
Rogers Ready Mix	\$794.00
Rush Power Systems, LLC	\$2,338.49
Shaw Media	\$504.80
Snyders	\$796.84
Sterling Fence	\$4,245.38
Steve Benesh & Sons	\$750.00
Sundog IT	\$2,493.00
SuperValu	\$11.45
Thomas Reuters- West	\$125.38
Vos Marketing & Events	\$2,342.50
Waste Water Management of Northern Illinois	\$8,556.00
Willett Hofmann & Associates	\$284.40
	\$981,423.84

Seconded by Council Member Tim Krug.

Roll Call: Krug, Schuster, Wilson, Williams. No Nays. Absent: Cozzi.

Business Items

Council Member Kurt Wilson moved to approve Ordinance 2024-006 Updating the Street Vendor provision of the Oregon City Code, Seconded by Council Member Tim Krug.

Discussion: City Manager Darin DeHaan said the old code did not transfer over and changes to language needed to be made. The code now includes definitions and language regarding food trucks. Insurance requirements, health department regulations, and days of operation will be added to the new application. The ordinance only regulates public property.

Roll Call: Krug, Schuster, Wilson, Williams. No Nays. Absent: Cozzi.

Proclamations, Commendations, Etc.

None.

Discussion Items

Discuss Electronic Messaging Sign at Sarah Phelps Plaza: City Manager Darin DeHaan said the current sign has been used as a message board for community events by many different organizations. Due to the sign being in the historic district, the city has applied for a variance of the city code. The variance request will be presented to the Planning Commission next week. The cost for the sign ranges between twenty-seven thousand and fifty thousand dollars. He asked if the City Council had any thoughts or concerns regarding the addition of the electronic sign. Mayor Ken Williams said the use of the sign should be limited to organizations, no commercial advertising. He also stated ARPA, Economic Development, and TIF funds could be used to fund the project. City Manager Darin DeHaan said the light of the sign is adjustable to control light pollution. Council Member Terry Schuster said this would be a great way to communicate city events and projects as well. Council Member Tim Krug asked about the possibility of sponsorships to help fund the project.

Committee Reports

Economic and Community Development: Two empty store fronts will be filled soon.

Finance: Working on the budget.

Sustainability: Region One Planning will be at the upcoming Farmer's Market along with City employees for City Night.

Tree Board: A tree planting event is being discussed.

Department Reports

Deputy Chief of Police Matt Kalnins: The department received a grant to promote traffic safety.

Public Works Director Bill Covell: Curbs have been painted, signs for the Streetscape project have been approved, Sealcoating will begin in July, and the blower installation cost decreased by five thousand dollars.

City Manager Darin DeHaan: He said activity escalates for all departments this time of the year; he recognized city staff for the extra efforts.

Council Reports

None.

Mayor Ken Williams stated the City Council will be entering Executive Session to discuss the compensation of a specific employee. No action will be taken.

Council Member Kurt Wilson moved to enter Executive Session at 6:10 pm, Seconded by Council Member Tim Krug.

Roll Call: Krug, Schuster, Wilson, Williams. No Nays. Absent: Cozzi.

Council Member Kurt Wilson moved to adjourn the meeting, Seconded by Council Member Tim Krug.

Roll Call: Krug, Schuster, Wilson, Williams. No Nays. Absent: Cozzi.

Adjourn: 6:20 P.M.

Ken Williams, Mayor

Attest: _____
Cheryl Hilton, City Clerk

June 25, 2024

Payroll in amount \$60,012.91

Alex Sitze	\$200.00
Anne's Landscape Supply	\$239.92
Black Diamond Plumbing & Mechancial Inc	\$1,654.00
BNSF Railway	\$2,500.00
BNSF Railway	\$5,000.00
Caspers Home Inspection, LLC	\$1,550.00
Chow Haul Smokehouse	\$165.00
Cintas	\$111.24
City of Oregon	\$4.00
City of Oregon	\$5,000.00
City of Oregon	\$12,595.13
Comcast	\$248.57
Comcast	\$846.19
Comcast	\$851.22
ComEd	\$715.02
Constellation	\$3,491.05
Darin DeHaan	\$91.00
Department of the Treasury	\$64.40
Dixon Paint Company	\$1,620.38
Ehmen Industries Inc	\$506.44
Euclid Managers	\$1,632.02
Fehr Graham	\$32,206.00
Freeport Industrial Roofing	\$4,137.50
Hagemann Horticulture LLC	\$25,612.63
Helm Civil	\$201.00
Illinois City /County Management Assoc	\$271.50
Illinois Rural Water Assoc	\$639.72
Johnson Oil	\$3,785.24
Ken Williams	\$58.07
Kurtis Williams	\$25.00
Lexipol LLC	\$379.55
Liz Hiemstra	\$571.43
Martin & Company Excavating	\$579.04
Melanie Cozzi	\$25.00
Menards	\$457.91
Mike McHale	\$200.00
Mobile Electronics	\$23,784.88
No Stone Unturned Crystals & More LLC	\$225.00
Postmaster	\$742.00
Quill	\$141.94
Ray O'Herron Co	\$11.99
Ray O'Herron Co	\$67.79
Republic Services #721	\$20,520.00
Rock River Ready Mix, Inc	\$90.65
Rock Valley Concrete Cutting LLC	\$625.00

Shaw Media/Sauk Valley Media	\$55.20
Stillman BancCorp	\$2,036.00
Sun Life Financial	\$401.08
Taryn Bradley	\$250.00
Verizon	\$677.69
Village of Progress	\$1,280.00
Visa	\$35.50
Vos Marketing & Events	\$200.00
Ward, Murray, Pace & Johnson, P.C.	\$418.00
Zoro Tools, Inc	\$807.69
	\$160,605.58

City Manager

Application for Variation/Rezoning

City of Oregon, Illinois

115 N. 3rd St. ♦ Oregon, IL 61061 ♦ (815)732-6321 ♦ Fax: (815)732-7292

1. Applicant's name City of Oregon
2. Applicant's address 115 N 3rd Street
3. Applicant's phone number 815-732-6321
4. Address of property for which variance is being requested
418 W Washington Street - Sarah Phelps Plaza
5. Nature of variance Install new digital sign to provide information to the community and residents
6. Charges and fees:

Application Fee	\$100.00
Changes and modifications:	
Residential	\$250.00
Commercial	\$1500.00
Commercial Business District	\$1500.00
Industrial & Any other type of zoning	\$1500.00

The amount of the variance will be determined by the City Council and the Building Inspector, based upon the expected complexity of the proposed application.

7. A drawing to scale – to include existing buildings, sizes, setbacks, unusual characteristics, and variation as requested. The plan commission has the right to request a survey at the landowner's expense if so needed.



*Artistic and illustration purposes only; not drawn to scale - see quote for dimensions.



SIGN SPECIFICATIONS

Color: Full Color / RGB text, pictures & video
 Pitch: 10mm
 Matrix: 120x300
 Dimensions: 4'-0" x 10'-0" (Tall x Wide)
 Max # of Lines: 17
 Max Letter Per Line: 50
 Cabinet Size: 2'-10" x 10'-0" (Tall x Wide)

Cabinet PMS Color:
PANTONE Black C
 Powdercoat Color S1730058

See available powdercoat colors:
<https://goldenrulesigns.com/grs-powder-coat>

Colors used:

CMYK	PMS
	PMS White
	PMS 491 C
	PMS 497 C



SIGNATURE _____, _____ DATE _____

Client is responsible for ensuring that the proof is correct in all areas. Double-check spelling, grammar, layout and design before approving artwork. If a proof containing errors is approved by client, the client is responsible for payment of original cost as well as corrections, revisions, and re-makes. This custom artwork is not intended to provide an exact match between ink, vinyl, paint or EMG color. Blockwork, masonry and lettercasting is not included in the physical unless otherwise specifically stated. EMG images shown are simulated. Sign is designed to be illuminated at all times. Sizes are based off of this promise. This is a custom made product, built by hand for people by people. Small imperfections may occur and can be expected with hand made products. Industry standard is to view this product from a minimum distance of 10 feet to determine quality acceptability.

VERSION #: R04162402

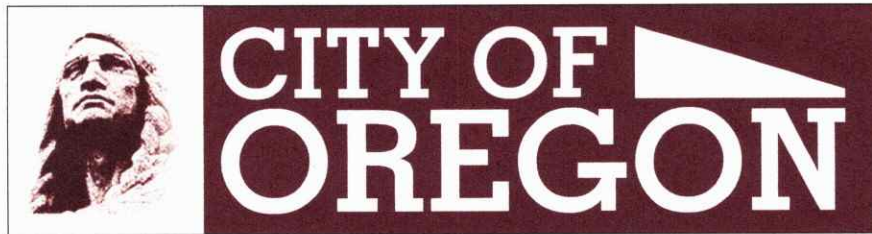
1083 Brooks Industrial
 Shelbyville, KY 40065

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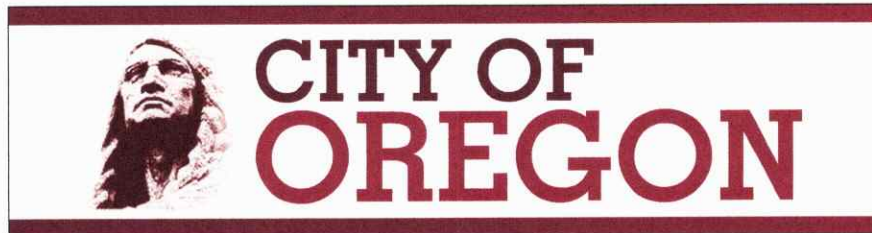
ADDITIONAL DESIGN OPTIONS:



A



B



C



First Responder Resiliency Program

1. Situation

The current situation for First Responder's all across the United States is focusing more and more on the mental health and wellness of First Responders. More First Responders are dying from suicide than in the line of duty. The culture of shrugging off traumatic calls is over. We are committed to changing the culture of our First Responders and provide support and resources that produce a resilient First Responder. Furthermore, to help change this culture and stigma, we have adopted the First Responder Resiliency Program.

2. Mission

The First Responder Resiliency Program will provide a proactive support system to assist first responders and their families in personal and/or work-related crisis and to build resiliency and longevity as a First Responder.

Intent – It is the intent of the first responder committee's that all first responders are being taken care of the way they take care of our citizens. Furthermore, the intent is to take the pressure off of the first responder by having a set response for different traumatic events. We will achieve this through the following steps implemented in the First Responder Resiliency Program.

3. Executing the Plan

- A. The First Responder Resiliency Program will be adopted by the Oregon Police Department. The program has the full support of all Oregon City Officials and all administration and leadership within the Oregon Police Department.
 - i. The program will set guidelines for First Responders to ensure their mental and emotional wellbeing.
 - ii. It is recognized that each First Responder will have different mental and emotional responses to the trauma they experience. Each First Responder will be handled on a case-by-case basis.
 - iii. First Responders will be monitored by their chain of command and peer support.



City of Oregon Police Department

- B. The program will consist of the following requirements for all First Responders
- i. Annual wellness visits
 - a. The wellness visit will include a mandatory meeting with a resiliency coach. This annual visit will be in line with the first responder's department anniversary date and at the city's expense.
 - ii. Training and education for First Responders and their families
 - a. Annual resiliency training for First Responders and their families
 - i. First Responders will be required to attend all training.
 - ii. Families will not be required to attend but will be encouraged.
 - iii. The training will be coordinated and planned by the first responder committee with the approval of the Chief of Police.
 - b. For all newly hired first responders there will be an initial orientation and training for the first responder and his or her significant other.
 - i. The new officer personnel will receive first responder wellness training while at the academy.
 - ii. Upon completion of the academy and entry into the field training program, the new officer personnel will receive an orientation to the first responder wellness resources and personnel. The first responder wellness committee will be responsible for ensuring this orientation is completed.
- C. The following categories will determine the level of response by first line supervisors, administration, peer support or chaplains
- i. **Category 1** – A category 1 event includes, but is not limited to: natural death, violent crimes against children, physical altercation.
 - a. **Response** – Peer Support and Resiliency Training (discretionary)
 - ii. **Category 2** – A category 2 event includes, but is not limited to: suicide, violent crimes against children, violent crimes against adults, traffic accident death, nonviolent homicide, natural death, other accident-related death.
 - a. **Response** – peer support, wellness day(s) (discretionary), contact significant other (discretionary)
 - iii. **Category 3** – A category 3 event includes, but is not limited to: homicide, infant death, death of a person under 18 years old, death of a relative or friend, structure fire resulting in death, accident involving multiple deaths, accident involving death from significant disfigurement, officer involved shooting, first responder killed in the line of duty, off-duty death/first responder suicide death, events with excessive media interest, school shooting, mass shooting, physical altercation where the first responder is injured, or other incidents that cause significant visible psychological trauma to multiple first responders.



City of Oregon Police Department

- a. **Response** – Immediate Wellness Day(s) (discretionary), additional Wellness day(s) if needed, peer support, contact significant other, visit with resiliency coach and critical incident debrief.
 - b. The Police Chief will work with their team member to ensure he or she is ready to return to work.
 - c. Follow-up visit with a resiliency coach one month after the initial trauma and additional visits as needed.
- D. These events may not happen in any particular order and may compound in a short period of time. The goal is to remain consistent in the responses for all first responders to take off the pressure from the first responder to ask for help. Three Category 2 events in a one-month period may require Category 3 response and will be noted by the supervisors.

4. Resources

While individual first responders will have different coping mechanisms and emotional responses to critical incidents, the tools available will remain consistent. Available tools leadership shall employ to aid in the emotional well-being of their first responders include: peer support, temporary relief of emergency response responsibilities while on duty, resiliency training, debriefing, resiliency coach visit(s), wellness day(s), and notification of responder's significant other following an incident. Leadership is encouraged to be aggressive in the use of available resources following a critical incident or upon recognition of an emotionally distressed responder. Tools employed will be specific to each critical incident and based on factors such as first responder's exposure, incident severity and emotional state of the first responders.

The following are resources provided by the Oregon Police Department and the City of Oregon.

Peer Support Group: The peer support group meets once a month or as needed. It is a confidential meeting that is supervised by the chaplain program.

Chaplain Program: The chaplain program is a resource for First Responders, Chaplains, when asked, can provide spiritual and counseling support to First Responders.

Wellness days: The city is providing First Responders with wellness days. These days can be taken when an officer experiences a traumatic event, but doesn't feel the effects until days, weeks, or months later until the emotions are triggered by a similar call, sight, sound or smell.

Resiliency Training: The administration of both departments will actively seek to provide resiliency training. The training can be achieved through peer support, chaplains, resiliency coaches, and any other outside sources.



City of Oregon Police Department

Resiliency Coach: The city is supportive of First Responders teaming up with a counselor or coach that meets their mental and emotional needs. Short-term care will be covered at the city's expense. Long term care would transition to the first responder's insurance.

24-hour hotline: There are several 24-hour hotlines and outside resources in the First Responder line of work.

5. **Command**

The Police Chief is responsible for ensuring the First Responder Resiliency Program is fully implemented.

The First Responder Resiliency Program will designate a committee of First Responders to conduct an annual review of the program and will submit a written report to the Police Chief and City Manager with analysis and recommendations.

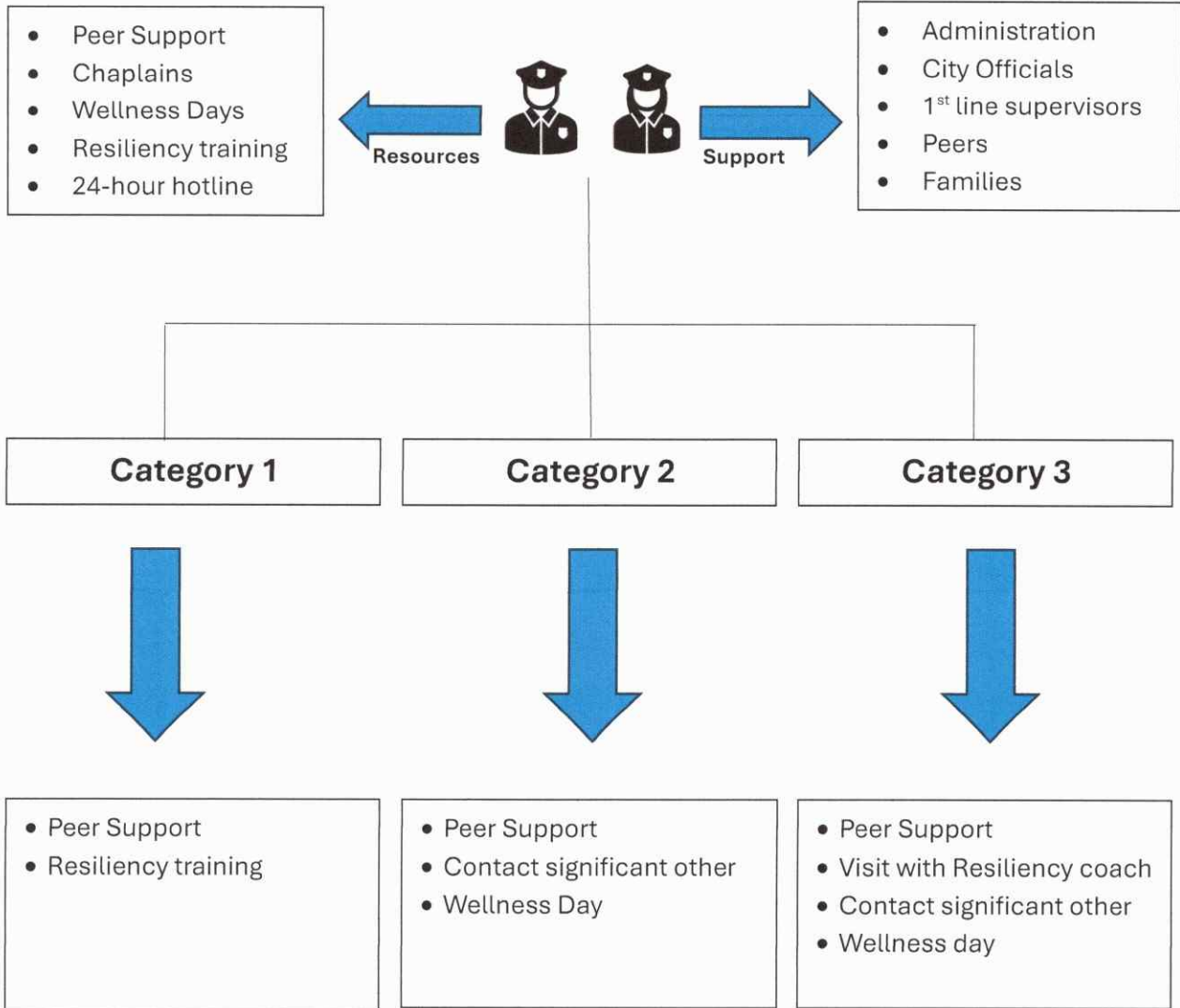
Appendix A – Flow Chart

Appendix B – Resource Page



APPENDIX A: First Responder Resiliency Program

Mission Statement – The First Responder Resiliency Program will provide a proactive support system to assist first responders and their families in personal and/or work-related crisis and to build resiliency and longevity as a First Responder.





- Category 1, 2, and 3, events are defined in the Resiliency Program's policy. These events may not happen in any particular order and may compound within the required action phase timeframe. The goal is to remain consistent in the responses for all first responders to take off the pressure from the first responder to ask for help. Category 2 wellness day is discretionary.
- Three events of any category in a one-month period may require Category 3 response for significant other.

APPENDIX B: First Responder Resiliency Program

Resources

1. Peer Support
2. Chaplain Services
3. Wellness Days
4. Resiliency Coaches
 - a. First Responders Wellness Center, (630) 909-9094
info@firstresponderswellnesscenter.com
5. 24-Hour Hotlines
 - a. Serve & Protect 24/7 Crisis – 1-615-373-8000
 - b. Copline 24/7 – 800-267-5463
 - c. 988 Suicide and Crisis Line 24/7 – call or text – 988
 - d. Cordico Wellness Resource – visit your app store (Apple or play store) and search for Cordico. Login information will be provided by department leaders.

First Responders Wellness Center

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Therapy/ Crisis Services

- Individual Therapy
- Couples Therapy
- Group Therapy
- Crisis Management
- EMDR therapy
- CBT therapy
- Virtual Exposure Therapy
- Trauma Based Therapy
- Exposure therapy
- Critical Incident Debriefing
- Wellness Visits/SAFE-T Act 9 ILTSB
- Wellness as options for EAP

[More info](#)

Psychological Testing

- Pre-Employment Evaluations
- Special Duty Selection
- Fitness for Duty Evaluations
- Return to Duty
- Independent Medical Evaluations
- Risk and Threat Assessment
- Forensic Testing
- Second Opinion
- Neurological Screenings
- FOID Reinstatements for LEO's

[More info](#)

Training & Public Speaking

- First Responder Mental Health and Trauma awareness
- Wellness Programs per SAF
- Crisis Intervention Training
- Public Media & Civil Unrest
- De-escalation techniques
- Stress management
- Resiliency & First Response
- Vicarious Trauma
- First Responder Culture: Eo Coping for Family

[More info](#)

SERVICES FOR POLICE, FIRE/EMS, CORRECTIONS, VETERANS, DISPATCHER STAFF, SECURITY & OTHER PUBLIC SAFETY DEPARTMENTS.



Our goal is to provide treatment services sensitive to the needs of first responders. At the First Responders Wellness Center, we appreciate the professional culture, the demands of a 24/7 job, and the critical and death situations. We will help you manage your professional and personal circumstances with realistic goals for wellness. We serve firefighters and their families.

We accept BCBS PPO, Aetna PPO, Cigna PPO, & Tricare. We also do single-case agreements with HMO insurance but we are not in-network for BCBS HMO Duly and Dupage ONLY.

Check out our strategic solutions and services.

CONTACT:

Jonathan Howard & Amanda Tobias-office staff

info@firstresponderswellnesscenter.com

M-F 8 am to 6 pm Call 630-796-2961 or

after hours or on weekends call 630-909-9094

For any emergencies after hours text 630-909-9094

Locations:

477 Butterfield Rd. Suite 408 Lombard IL 60148

100 TriState International Suite 260 Lincolnshire, IL 60468

1412 W Washington 2nd floor Chicago, IL 60607



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Job Title	Police Chief
Department	Police Department
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position is responsible for the operation and performance of the Oregon Police Department, including both sworn and civilian personnel. Duties include performing day-to-day administrative functions and oversight of Patrol, Staff Services, Criminal Investigations, and PT Police Officers. The Police Chief provides advice, guidance, and policy recommendations to the City Manager, Mayor, City committees, and the City Council as it relates to Police Department matters.

Supervision

Received	City Manager
Exercised	All Police Department sworn and civilian staff

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- Plans, organizes, directs, and leads the overall operations and activities of the Police Department.
- Oversees the enforcement of applicable laws, ordinances, and regulations.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, other public-sector organizations, community leaders, and citizens.
- Oversees and coordinates the maintenance and repair of department assigned vehicles, equipment, and facilities.
- Serves as the public relations contact for the Police Department.
- Implements, emphasizes, and encourages a community-oriented policing approach to problem solving.
- Collaborates with other law enforcement agencies as needed to maintain law and order and respond to criminal or emergency situations.
- Ensures proper maintenance and storage of department records.
- Directs the interviewing, selection, orientation, training, performance management, wage administration, and discipline of employees in the Police Department in accordance with City policy.
- Provides internal and external training activities for assigned staff to support skill development and safe workplace practices.

- Works collaboratively with other City departments to address and resolve concerns, provides assistance, and supports the overall strategic goals of the City.
- Prepares, implements, and monitors the annual department budget including participating in the bid process, reviewing and approving purchase orders and invoices, and working with vendors. Ensures that all expenditures are budgeted and within budgeted amounts.
- Oversees capital expenditures for equipment and facilities.
- Directs the development and implementation of strategic and long-range plans for the Police Department consistent with the City's long-range plans.
- Applies for appropriate grants and other outside funding opportunities.
- Researches, drafts, and recommends policies and procedures for the department, as well as policies which occasionally affect others within the organization.
- Demonstrates a very high level of independent judgement and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all City employees, residents, and visitors.
- Meets with citizens, in person or over the phone, to assist with general questions or to address complaints and resolve complex concerns.
- Provide effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Keep up to date on industry trends and maintain required training, licensure and/or certification.
- Follows safe work practices and adheres to policies, procedures, and ordinances adopted by the City.

Other Job Functions

- Performs related duties as assigned.
- Attends meetings as the City's representative for the Police Department.
- Performs the job function of Police Officer as required.
- Availability to respond to situations and emergencies outside of standard work hours.

Requirements of Work

Graduation from an accredited college or university with a bachelor's degree (master's degree is preferred) in criminal justice and/or public administration or a related field. A minimum of eight years of experience in municipal public safety/law enforcement with five years in a management/supervisory capacity (rank of Sergeant or above); or any equivalent combination of training and experience that provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none"> • Law enforcement principles, practices, and methods, including court procedures and practices, and state and federal reporting. • Local, state, and federal laws, codes, or ordinances relating to municipal law enforcement. • Law enforcement operations, management, budgeting, worker safety, labor relations, and related matters. • Law enforcement related computerized hardware and software systems, equipment, vehicle requirements, and other related inventory and supply needs. • Office equipment such as: telephones, calculators, photocopiers, and shredders.
Ability to	<ul style="list-style-type: none"> • Provide planning, leadership, and direction to sworn and civilian staff to support the provision of effective law enforcement services within the City. • Research and prepare reports and recommendations to be considered by the City Manager and elected officials.

	<ul style="list-style-type: none"> • Establish effective working relationships and use good judgement, initiative, and resourcefulness when working with federal, state, and local jurisdictions and authorities. • Establish and maintain effective working relationships with municipal officials, city departments, and community groups. • Critically assess situations, solve problems, work effectively under stress and within deadlines. • Handle confidential information in a sensitive manner. • Use sound, independent judgment. • Assign and supervise the work of others; motivate employees to work toward common goals.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Strategic thinking and decision-making. • Public relations. • Ethical, professional, and service-oriented leadership and management. • Interpreting and applying federal, state, and local laws, codes, and ordinances. • Collaborating across the organization, with external partners, law enforcement agencies, or others with a mutual interest in City operations. • The operation of police vehicles, surveillance and communication equipment, firearms, chemical sprays, and other implements used in the line of duty. • Assembling information, analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.

Necessary Special Requirements	
	<ul style="list-style-type: none"> • Possession of a valid Illinois Driver's License. • Illinois Police Officer Certification, or the ability to obtain certification within twelve months of employment.

Physical Demands and Work Environment	
<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These demands do not replace the Department's Physical Standards for duty Requirements.</p>	
	<ul style="list-style-type: none"> • While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. • The employee is exposed to severe weather while performing tasks. • The employee is exposed to many unknown conditions, including possible hazardous sites, dust, odors, noise, vibrations, and dangerous and/or violent situations. • The employee is frequently exposed to life-threatening situations. • The employee must occasionally lift and/or move more than 50 pounds.

- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; must deal with unruly or dangerous individuals, unsafe building sites and deadly force.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest. May be exposed to toxic materials, bloodborne pathogens, and other infectious environments. Must deal with unruly and/or dangerous individuals, unsafe building sites, and deadly force.

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This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Oregon makes hiring decisions based solely on qualifications, merit, and business needs at the time.



Job Title	Deputy Chief
Department	Police Department
Employment Status	Full Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This is a professional administrative position that works under the supervision of the Chief of Police. Upon direction by the City Manager, the Deputy serves as Acting Chief in the Chief's absence. Responsible for the effective organization and supervision of all phases and operations of the Police Department to maintain law and order and to protect the life, welfare, and property of the citizens of the City of Oregon.

Supervision

Received	Chief of Police
Exercised	Supervises employees engaged in the daily operation of a shift. Assumes control of all operations and services upon direction by the City Manager, in the absence of the Chief of Police.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- Directs and supervises all operations, administration, and personnel of the Police Department under the supervision of the Chief of Police.
- Develops standard operating procedures for respective shifts and divisions. Researches, develops, and drafts general orders for the Department.
- Keeps the Chief regularly informed of Department activities.
- Maintains liaison between administration and operations.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, other public-sector organizations, community leaders, and citizens.
- Supervises the maintenance of Department books and records.
- Performs core sworn responsibilities such as: apprehending and interrogating suspects, conducting investigations, appearing as a witness, and giving testimony, patrolling, and policing assigned areas on foot or in police vehicles, rendering first aid at accidents, serving official notices and summons, and performing other general duties for the purpose of law enforcement.
- Maintains proficiency in the use of police related equipment.
- Inventories and maintains equipment carried in police vehicles by utilizing an equipment check list and replacing missing or damaged items to ensure readiness for patrol.

- Responds to and resolves difficult or sensitive inquiries and complaints.
- Issues oral or written reprimands and recommends more severe discipline to the Chief.
- Responds to serious or complex incidents. Monitors the action of the officers and authorizes requests for specialized units to be called to a scene.
- Reviews reports in a timely manner while ensuring accuracy, completeness, and grammatical correctness.
- Interviews, hires, and trains assigned sworn and civilian staff.
- Supervises and evaluates the performance of subordinates, including disciplinary actions, continued training, and counseling.
- Keeps abreast of all new laws and court decisions affecting law enforcement.
- Assists the Chief in developing and ensuring compliance with department rules, regulations, policies, and procedures.
- Assists the Chief in the organization and scheduling for all officer training that he or she feels necessary to assist the Oregon Police Department to continue operating at a high level of efficiency and competency, as well as meeting the training requirements of the state of Illinois.
- Maintains the policy manual and issues daily training bulletins.
- Identifies operational and administrative deficiencies and recommends changes; makes recommendations to upper management concerning a wide range of policy and procedure issues for a more efficient operation.
- Conducts internal affairs investigations at the direction of the Chief of Police and/or City Manager.
- Determines schedules consistent with the current union contract and budget.
- Assists the Chief in budget preparation.
- Promotes crime prevention and security programs.
- Reports immediately to the Chief any incidents of serious importance or concern, or events that impair or affect the image, efficiency, and effectiveness of the department, city, or individual employee. If the Chief is not able to be contacted, reports immediately to the City Manager. If the City Manager is not able to be contacted, reports immediately to the Mayor.
- Assists the Chief with press releases relating to a major event.
- Attends all meetings as directed by the Chief.
- Assist with the organization and allocation of resources during any emergency.
- Supervises the drug enforcement program.
- Supervises and assists in ensuring complete and accurate accident investigations and reports for the correction of safety hazards.
- Works collaboratively with other City departments to address and resolve concerns, provide assistance, and support the overall strategic goals of the City.
- Implements, emphasizes, and encourages a community-oriented policing approach to problem solving.
- Demonstrates a high level of independent judgment and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all City employees, residents, and visitors.
- Keeps up-to-date on industry trends and maintains the required training, licensure, and/or certification.
- Researches, drafts, and recommends policies and procedures for the department, as well as policies that occasionally affect others within the organization.

Other Job Functions

- Performs the job function of Police Officer as well as civilian job duties as required.
- Availability to respond to situations and emergencies outside of standard work hours.
- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited four-year college or university with a bachelor's degree and additional training from the FBI National Academy or its equivalent, plus a minimum of 7 years of experience in law enforcement with at least 3 years of supervisory experience; including or supplemented by two (2) years' experience as a Sergeant with the Oregon Police Department or any equivalent combination of training and experience which provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none">• The techniques and objectives of modern police administration and procedure.• Local ordinances, statutes, and laws and their interpretation and application.• The permissible use of police powers.• The use and care of weapons.• Law enforcement related computerized hardware and software systems, equipment, vehicle requirements, and other related inventory and supply needs.• Office equipment such as: telephones, calculators, photocopiers, and shredders.
Ability to	<ul style="list-style-type: none">• Plan and supervise sworn and non-sworn personnel performing a variety of operations and activities, while maintaining professional and harmonious relationships.• Provide effective leadership and to plan, assign, and direct the work of various operating units.• Prepare reports and records necessary for the effective and efficient operation of a municipal police department.• Communicate effectively both orally and in writing.• Establish effective working relationships and use good judgement, initiative, and resourcefulness when working with federal, state, and local jurisdictions and authorities.• Establish and maintain effective working relationships with municipal officials, city departments, and community groups.• Diffuse violent or potentially violent situations.• Perform physically to apprehend, restrain, and/or forcibly arrest suspects when necessary.• Perform in psychologically adverse working conditions.
Skill in	<ul style="list-style-type: none">• Public relations and the ability to gain and keep the public trust.• The appropriate use of arrest techniques.• Oral and written communications.

Necessary Special Requirements

- Possession of valid Illinois Driver's License.
- Possession of the Illinois Law Enforcement Training and Standards Board Law Enforcement Officer Certificates.
- Ability to meet Department's physical standards.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- The ability to operate computers and various pieces of office equipment is required.
- The employee is exposed to severe weather while performing tasks.
- The employee is exposed to many unknown conditions, including possible hazardous sites, dust, odors, noise, vibrations, and dangerous and/or violent situations.
- The employee is frequently exposed to life-threatening situations.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; must deal with unruly or dangerous individuals, unsafe building sites and deadly force.

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This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Oregon makes hiring decisions based solely on qualifications, merit, and business needs at the time.



Job Title	Lieutenant
Department	Police Department
Employment Status	Full Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work	
<p>This position provides direct control over all subordinate employees of the Police Department and shall have the status and authority of second-in-command of the Department. The Lieutenant shall exercise all the functions, powers, and duties delegated to him by the Chief of Police and will carry out those duties with the highest level of professionalism and integrity for the City of Oregon. The Lieutenant may assume command of the department at the direction of the City Manager if the Chief of Police is incapacitated and unable to serve.</p>	
Supervision	
Received	Chief of Police
Exercised	Supervision of employees engaged in the daily operations of a shift. May assume control of all operations and services in the absence of the Chief of Police.

Essential Job Functions	
<p>An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.</p>	
<ul style="list-style-type: none"> • Responds to serious or complex incidents; monitors the actions of the officers; authorizes requests for specialized units to be called to a scene; and assists in investigations, interviews, and interrogations. • Identifies operational and administrative deficiencies and recommends changes. Makes recommendations to upper management concerning a wide range of policy and procedure issues for a more efficient operation. • Ensures proper investigation of complaints against officers and services offered by the department. • Investigates internal affairs complaints as needed. • Maintains liaison between administration and operations. • Coordinates activities with other units and agencies. • Recommends hiring, discharge, assignment, evaluation, and discipline of subordinate department employees. • Trains and develops subordinate supervisors. • Assists in the collection and maintenance of pertinent information for police training and personnel files. • Coordinates and assists in the background investigation of new applicants. • Prepares written reports, forms, and other paperwork as required. • Performs the full range of police officer duties or subordinate supervisors when required. • Keeps the Chief, City Manager and City officials informed of any event(s) that may impair or affect the image, efficiency, and effectiveness of the department, City or individual employee. 	

- Attends meetings and makes presentations as directed by the Chief.
- Assists with the organization and allocation of resources during any emergency.
- Supervises and participates in investigating complaints, interrogating suspected persons, and apprehending criminals.
- Assists in maintaining and supervising a crime prevention program utilizing the best methods and modern techniques for eliminating conditions conducive to the commission of crime, especially among juveniles, including the DARE program.
- Organizes and coordinates special security and protection assignments.
- Supervises the drug enforcement and K-9 program(s) and maintains the accounting of drug proceeds.
- Assists in the selection of officers for units throughout the department.
- Assists in budget preparation and allocation.
- Coordinates and assists in the background investigation of new applicants.
- Supplies information as requested by other members of the Police Department in the processing of warrants and subpoenas, and in the execution and control of all process papers.
- Prepares written standards for the department after reviewing department input and receiving management guidance.
- Responds to routine and emergency calls.
- Supervises and assists in ensuring complete and accurate accident investigations and reports for the correction of safety hazards.
- Enforces traffic laws and issues citations.
- Coordinates, assists with, conducts, and/or provides recommendations in internal affairs investigations.
- Provides management and supervision of specialized units (e.g., FTO program, Special Response Team, Bicycle Patrol, and Traffic Division).
- Implements, emphasizes, and encourages a community-oriented policing approach to problem solving.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Ensures the compliance of quality customer service to the public and internal City departments and employees.
- Identifies, protects, and documents any short-lived evidence found at the accident scene, using approved department procedures to prevent evidence from being overlooked or destroyed.
- Maintains order at public gatherings by using crowd control techniques.
- Participates in undercover and surveillance operations.
- Patrols throughout the assigned area either on foot or in patrol vehicles, looking for anything unusual to increase patrol visibility, prevent crime, or to discover crimes in progress.
- Operates speed detection equipment to apprehend speeding or traffic violators.
- Issues summons and complaints for various violations of municipal ordinances and state laws by writing the required information on summons and delivering a copy to the accused to enforce the law.
- Transports arrested persons to detention facilities using handcuffs and other security measures necessary to book them according to proper procedures.
- Searches for wanted persons, and vehicles.
- Advises parents of juvenile offenders in custody of procedures relative to the case to ensure parents understand their responsibilities.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, other public-sector organizations, community leaders, and citizens.
- Serves as a witness in court as required.
- Maintains uniforms, weapons, and other assigned equipment in functional and presentable condition.
- Uses departmental computer equipment to input, review, and obtain records, information, and other police-related data.

- Participates in firearms training to maintain proficiency, participates in training for other applicable law enforcement equipment, weapons, and skills.
- Inventories and maintains equipment carried in police vehicles by utilizing an equipment check list and replacing missing or damaged items to ensure readiness for patrol.
- Reviews reports in a timely manner while ensuring accuracy, completeness, and grammatical correctness.
- Monitors scheduling to assure efficient and effective use of personnel and budget resources.
- Works collaboratively with other City departments to address and resolve concerns, provides assistance, and supports the overall strategic goals of the City.
- Communicates with citizens, in person or over the phone, to assist with general questions or to address complaints and resolve complex concerns.
- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Demonstrates an often-high level of independent judgment and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all City employees, residents, and visitors.
- Keeps up-to-date on industry trends and maintains required training, licensure and/or certification.
- Follows safe work practices and adheres to policies, procedures, and ordinances adopted by the City.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a bachelor’s degree and two (2) years of progressively responsible police experience or an associate’s degree and five (5) years progressively responsible police experience, including or supplemented by seven years of experience with two (2) years as a sergeant with the Oregon Police Department; or any equivalent combination of training and experience that provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none"> • City ordinances, state, and federal laws. • Content and intent of Illinois criminal law. • Adult and juvenile judicial procedures. • Civil and constitutional laws. • Principles of supervision and progressive discipline. • Department regulations, policies, and procedures. • Laws of arrest, search, and seizure. • Techniques of interviewing and interrogation. • Criminal case preparation. • Crime scene management. • Law enforcement related computerized hardware and software systems, equipment, vehicle requirements, and other related inventory and supply needs.
Ability to	<ul style="list-style-type: none"> • Supervise the day-to-day operations of the patrol section of the Oregon Police Department. • Prepare clear and concise written reports, free of grammatical errors. • Communicate effectively, both orally and in writing. • Assign and review the work of subordinates while maintaining professional work relationships. • Analyze dangerous situations and effectively identify a safe course of action to resolve the conflict.

	<ul style="list-style-type: none"> • Enforce federal, state, and municipal laws. • Determine the appropriate level of response to a given situation. • Exercise authority in a positive manner while maintaining discipline within the department. • Work with the public in a courteous, respectful manner. • Handle confidential information in a sensitive manner. • Train and evaluate personnel. • Process disciplinary action. • Plan and organize work. • Evaluate, identify, and recommend improvements in operations, systems, procedures, and policies. • Meet established timelines. • Work independently with minimal supervision. • Assign and supervise the work of others; motivate employees to work toward common goals. • Maintains proficiency in the use of police related equipment. • Establish and maintain effective working relationships with municipal officials, supervisors, City departments, community groups, and the public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Leadership and supervision. • Strategic thinking and decision-making • Public relations.

<p>Necessary Special Requirements</p> <ul style="list-style-type: none"> • Possession of valid Illinois Driver’s License. • Possession of the Illinois Law Enforcement Training and Standards Board Law Enforcement Officer Certification. • Ability to meet the department’s physical standards.

<p>Physical Demands and Work Environment</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These demands do not replace the Department’s Physical Standards Requirements for this position.</p> <ul style="list-style-type: none"> • While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. • The employee is exposed to severe weather while performing tasks. • The employee is exposed to many unknown conditions, including possible hazardous sites, dust, odors, noise, vibrations, and dangerous and/or violent situations. • The employee is frequently exposed to life-threatening situations. • The employee must occasionally lift and/or move more than 50 pounds.

- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; must deal with unruly or dangerous individuals, unsafe building sites and deadly force.

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Job Title	Police Sergeant
Department	Police Department
Employment Status	Full Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

This position performs all functional areas of law enforcement, including investigations, administration, and training, functions that are similar to those of a Police Officer with additional duties as a supervisor.

Supervision

Received	Chief of Police, Police Lieutenant
Exercised	Supervises a small number of employees engaged in the daily operation of a shift.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- Follows and promotes the policy and procedures of the City of Oregon.
- Ensures that laws and ordinances are enforced, and that public peace and safety are maintained.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs the full range of police officer duties.
- Ensures the compliance of quality customer service to the public and internal City departments and employees.
- Develops and maintains effective working relationships with the community.
- Ensures that the department officers and maintains an effective and positive community-oriented Policing philosophy to maintain the highest possible credibility level within the City.
- Responds to major crimes, accident scenes, and emergencies, assumes initial command, and may act as incident commander until a higher-ranking officer assumes control.
- Investigates crime, accidents, interviews witnesses, complaints, victims, or hazardous conditions which might endanger the public.
- Identifies protects, and documents any short-lived evidence found at the accident scene, using approved department procedures to prevent evidence from being overlooked or destroyed.
- Maintains order at public gatherings by using crowd control techniques.
- Participates in undercover and surveillance operations.
- Responds to calls for service within assigned areas or any other area within the City as directed.
- Patrols throughout assigned area either on foot or in patrol vehicle, looking for anything unusual to increase patrol visibility prevent crime or discover crimes in progress.

- Operates speed detection equipment to apprehend speeding or traffic violators.
- Issues summons and complaints for various violations of municipal ordinances and state laws by writing the required information on summons and delivering a copy to the accused to enforce the law.
- Protects accident scenes from disturbance by appropriately positioning police cars and by lighting and placing flares at strategic locations to divert traffic and prevent further destruction or removal of evidence.
- Participates in traffic control activities and accident investigations reviews and corrects traffic collision reports and towed vehicle reports.
- Completes accident report forms.
- Operates an in-car video recorder.
- Directs traffic and assists motorists as warranted.
- Conducts and participates in various check points.
- Detains, apprehends, and arrests criminal suspects and law violators when necessary, and follows proper procedures when making arrests.
- May exercise reasonable force to subdue and maintain physical control over violent or uncooperative suspects.
- Transports arrested persons to detention facilities using handcuffs and other security measures necessary to book them according to proper procedures.
- Searches for wanted persons and vehicles.
- Advises parents of juvenile offenders in custody of procedures relative to the case.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, other public-sector organizations, community leaders, and citizens.
- Serves as a witness in court as required.
- Responsible for keeping the department command staff informed of important matters, specifically activities that occur within the shift that could impact the rest of the department or the public.
- Maintains uniforms, weapons, and other assigned equipment in functional and presentable condition.
- Uses departmental computer equipment to input, review, and obtain records, information, and other various data.
- Participates in firearms training to maintain proficiency.
- Inventories and maintains equipment carried in police vehicles by utilizing an equipment check list and replacing missing or damaged items to ensure readiness for patrol.
- Attends City Council and committee meetings as required to present and explain issues pertaining to the community, public safety, and departmental requirements, policies, and procedures.
- Prepares and conducts patrol shift briefings, including inspections of officers' appearance, equipment, and beat assignments.
- Assists in the screening and assessment of applicants.
- Assists in hiring decisions.
- Supervises and evaluates the performance of subordinates, including disciplinary actions, continued training, and counseling.
- Reviews reports in a timely manner while ensuring accuracy, completeness, and grammatical correctness.
- Monitors scheduling to assure efficient and effective use of personnel and budget resources.
- Investigates complaints concerning the conduct or performance of subordinates.
- Works collaboratively with other City employees to address and resolve concerns, provides assistance, and supports the overall functions of the department.
- Communicates with citizens, in person or over the phone, to help with general questions or address concerns and complaints.
- Demonstrates an often-high level of independent judgment and discretion in carrying out job responsibilities and making position related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all City employees, residents, and visitors.

- Keeps up to date on industry trends and maintains required training, licensure, and/or certification.
- Follows safe work practices and adheres to policies, procedures, and ordinances adopted by the City.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with an associate's degree and two (2) years of progressively responsible police experience, including or supplemented by five (5) years of experience in law enforcement in a law enforcement agency; or any equivalent combination of training and experience that provides the following knowledge, ability, and skills:

Knowledge of	<ul style="list-style-type: none"> • City ordinances, state, and federal laws. • Content and intent of Illinois criminal laws. • Adult and juvenile judicial procedures. • Civil and constitutional laws. • Principles of supervision and progressive discipline. • Department regulations, policies, and procedures. • Laws of arrest, search, and seizure. • Techniques of interviewing and interrogation. • Criminal case preparation. • Crime scene management.
Ability to	<ul style="list-style-type: none"> • Supervise the day-to-day operations of the patrol section of the Oregon Police Department. • Prepare clear and concise written reports. • Communicate effectively, both orally and in writing. • Analyze dangerous situations and effectively identify a safe course of action to resolve the conflict. • Enforce federal, state, and municipal laws. • Determine the appropriate level of response to a given situation. • Exercise authority in a positive manner while maintaining discipline within the department. • Work with the public in a courteous, respectful manner. • Train and evaluate personnel. • Plan and organize work. • Evaluate, identify, and recommend improvements in operations, systems, procedures, and policies. • Meet established timelines. • Work independently with minimal supervision. • Assign and supervise the work of others; motivate employees to work toward common goals. • Establish and maintain effective working relationships with municipal officials, supervisors, City departments, community groups, and the public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Troubleshooting and problem solving. • Public relations.

Necessary Special Requirements

- Possession of valid Illinois driver's license
- Possession of the Illinois Law Enforcement Training and Standards Board Law Enforcement Officer Certification.
- Ability to meet department's physical standards.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These demands do not replace the Department's Physical Standards for duty Requirements.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Work is performed primarily in a field setting, but some work is also performed in an office.
- The ability to operate computers and various pieces of office equipment is required.
- The employee is exposed to severe weather while performing tasks.
- The employee is exposed to many unknown conditions, including possible hazardous sites, dust, odors, noise, vibrations, and dangerous and/or violent situations.
- The employee is frequently exposed to life-threatening situations.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; must deal with unruly or dangerous individuals, unsafe building sites and deadly force.

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This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Oregon makes hiring decisions based solely on qualifications, merit, and business needs at the time.



Job Title	Police Officer
Department	Police Department
Employment Status	Full Time
Exempt/Nonexempt Status	Nonexempt

Scope of Work

This position is responsible for conducting preventative patrol and general policing functions to protect the health, safety and welfare of residents and property within the City. Police officers are expected to perform their duties by following established standard operating procedures.

Supervision

Received	Chief of Police, Police Lieutenant, Police Sergeant
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation.

- Patrols the City to aid in preventing crime and to enforce federal, state, and City laws on rotating shifts.
- Observes, reports, and acts upon conditions conducive to crime and danger, such as checking buildings, assisting other officers, enforcing traffic, making arrests, transporting prisoners, and investigating crime(s).
- Uses own judgment, determines the nature of a call, investigates the circumstances, and takes the necessary or prudent action.
- Responds to emergency radio calls and takes appropriate law enforcement action.
- Prepares a variety of written and oral reports.
- Investigates crimes, interviews witnesses, victims, and suspects; provides feedback to the appropriate people concerning case status; and collects and documents evidence.
- Appears in court and is available to testify as needed.
- Maintains proficiency in the use of police related equipment.
- Prepares and maintains a legible, concise, and understandable record of activities.
- Performs special assignments related to investigations, crime prevention, and traffic enforcement.
- Works collaboratively with other City employees to address and resolve concerns, provides assistance, and supports the overall functions of the department.
- Communicates with citizens, in person or over the phone, to help with general questions or address concerns and complaints.

- Provides effective and efficient customer service, which promotes and maintains a culture of responsive community relations.
- Show some independent judgment and discretion in carrying out job responsibilities and making position-related decisions.
- Demonstrates sensitivity, empathy, understanding, and respect for all City employees, residents, and visitors.
- Keeps up to date on industry trends and maintains required training, licensure, and/or certification.
- Follows safe work practices and adheres to policies, procedures, and ordinances adopted by the City.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED, must be a U.S citizen, 21 years of age, including or supplemented by one (1) year of probationary experience in completing the basic police academy and passing a background investigation verifying prior criminal convictions; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • City ordinances, civil service, state, and federal laws. • Content, intent, and application of Illinois criminal law. • Adult and juvenile judicial procedures. • Civil and constitutional laws. • Departmental policies and procedures. • Laws of arrest, search, and seizure. • Techniques of interviewing and interrogation. • Criminal case preparation. • Crime scene management.
Ability to	<ul style="list-style-type: none"> • Prepare clear and concise written reports. • Communicate effectively, both orally and in writing. • Analyze dangerous situations rapidly and accurately before taking safe, effective action. • Enforce federal, state, and municipal laws. • Work with the public in a courteous, respectful manner. • Work independently with minimal supervision. • Establish and maintain effective working relationships with municipal officials, supervisors, City departments, community groups, and the public.
Skill in	<ul style="list-style-type: none"> • Oral and written communications. • Troubleshooting and problem solving. • Public relations.

Necessary Special Requirements

- Possession of valid Illinois Driver's License.
- Ability to meet the department's physical standards.
- No felony convictions.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These demands do not replace the Department's Physical Standards for duty Requirements.

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is required to stand, walk, run, use fingers to handle or operate objects, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Work is performed primarily in a field setting, but some work is also performed in an office.
- The ability to operate computers and various pieces of office equipment is required.
- The employee is exposed to severe weather while performing tasks.
- The employee is exposed to many unknown conditions, including possible hazardous sites, dust, odors, noise, vibrations, and dangerous and/or violent situations.
- The employee is frequently exposed to life-threatening situations.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Some work is performed in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Conditions present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; must deal with unruly or dangerous individuals, unsafe building sites, and deadly force.

The City of Oregon is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The City of Oregon makes hiring decisions based solely on qualifications, merit, and business needs at the time.



Our Mission: To foster an environment of economic growth and opportunity through effective partnerships with our citizens, businesses, and visitors while maintaining a high standard for quality of life in a progressive community which embraces its heritage.

CITY OF OREGON

115 N. 3rd Street, Oregon, IL 61061

Phn: 815-732-6321/ website: cityoforegon.org

To: Mayor Ken Williams & Oregon City Council
From: Darin J. DeHaan, City Manager
Re: Bi-monthly Report

DATE: Jun 25, 2024

I am pleased to provide Mayor Williams and the Oregon City Council with the following synopsis of City Business for – Jun 8, 2024 – Jun 21, 2024

Submitted by Darin DeHaan - City Manager:

- I'm excited to see two new businesses poised to open soon in our downtown. Both will be filling storefronts that have been empty for quite some time. More to be announced soon!
- We had a great time for City Night at the River's Edge Farmers Market. Thanks to the staff and council members who faced the heat and put on a great event!





- Thank you to our sustainability committee who continue to work on our Sustainability Plan for the City. Great progress has been made with the help of Region 1 Planning.
- Thank you to Erin Folk and Supt. Dr. P.J. Caposy for organizing a Community Coalition meeting between the Oregon Park District, City of Oregon, and Oregon School District. We plan to hold these meetings quarterly or as needed to work on all of the great collaborative projects we have going on.
- I was afforded a great opportunity for a tour of Etnyre with the Ogle County Economic Development Corporation. They were great hosts and we learned a lot about their operations as one of our area's largest employers.



- We held another meeting with the AOP committee as we continue to plan for this year's festival.
- I attended a webinar: **ILCMA Idea Exchange: Manager's Role in Community Leadership**
- I had a good meeting with U.S. Solar in discussion on how the City can apply for Solar Credits. I'll be working with Rock River Energy Services for advice on the next steps.
- I continue to work through the City Budget in preparation for Council approval.

City Hall - Cheryl Hilton - City Clerk:

- Brush picked up is June 24th.
- City Hall will be closed Thursday July 4th.
- Utility bills due Wednesday July 10th.

MEETING INFORMATION

Sustainability Committee:

Next meeting: **No July Meeting:**

- July 16th City Sponsored Concert in the Park - Three Good Men
- September 4th we are planning a public presentation.

Economic and Community Development Committee:

Next meeting Jul 2, 2024 at 5:00 p.m. Oregon City Hall Conference Room

City Council Meeting:

Next meeting Jul 9, 2024 at 5:30 p.m. Oregon City Hall Council Chambers

Planning & Zoning:

Next meeting Jul 16, 2024 at 5:30 p.m. Oregon City Hall Council Chambers. The City of Oregon has asked for a variance on our sign ordinance in the Historic District to allow for a LED message sign for community communication.

Public Art Commission:

Next Meeting TBD

Tree Board:

Next Meeting TBD

PUBLIC WORKS:

Director of Public Works Submitted by Bill Covell:

- Programed new fuel management equipment, provided training and met with State Fire Marshal
- Approve driveway, water / sewer and excavation permits
- Help with brush clean-up
- Finish rough sketches for pedestrian crossings.
- Work with the crew on SPP for City Night Out.
- Meet with Etnyre to review possible utility connections. Provided cost estimate for work.
- Review test results for new sanitary sewer for Trestle Ridge.
- Help with daily scheduling
- Work with Fehr Graham on questions for Lead Service inventory, headworks project and road projects.
- Review new hire paperwork and offer positions. Oregon Public Works will be back to full staff levels.

- Review Precon information for MFT projects.
- Resolved personnel issues
- Picked up daily supplies
- Prepared bills for payment
- Finalized City Hall roof project
- Helped with SCADA upgrade



Street Department Submitted by Jordan Plock:

- Crew completed city wide brush cleanup.
- Crew continued mowing for the 2024 season
- Crew continued street sweeping in heavy areas.
- Congrats to Devin for receiving his CDL
- 2 crew members continue their work to complete their Illinois CDL
- Street Department Foreman continued with his continuing education classes
- Crew did cleanup for minor storm debris after the thunderstorm
- Crew is continuing with stump removal and restoration of the terrace.
- Street foreman did the initial spraying for weeds in the downtown district.
- Street Department Foreman attended the Midwest Summit on Leadership. It was a great learning experience.
- Crew dug a trench and installed conduit for power for the new fuel pumps.

- Crew installed 40 new flag pole mounts in the downtown district for the new American flags.
- Crew put up 40 American flags for the Memorial Day weekend.
- Crew moved bleachers from the Oregon Park District over to the 3rd st for the Memorial Day event. Thank you to the Oregon Park District for allowing the City to borrow these.



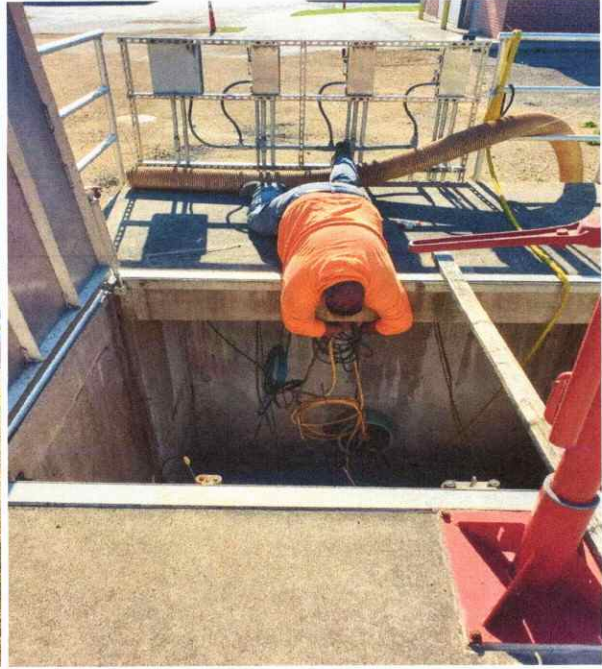
Sewer Department Submitted by Scott Wallace:

- Daily chores
- Full testing (process control/EPA Monitoring)
- Half testing (process control)
- Pumped Sludge
- Cleaned Rotomat daily- Multiple times a day
- Daily netting of headworks
- Daily reporting of National weather service recordings
- Lift Station usage recording
- Assisted Water department when needed
- Cleaned clarifiers (weirs, and channels)
- Demo of sewer jetter with BEC equipment
- Worked out Power issues with mixers/ Fairgrounds lift station
- OSHA compliance
- Pulled Influent lift station pump for rags/ Plugged
- Worked with Scada Contractor on alarm issues
- Generator/ Well checks

- Meetings- policy changes/BEC equipment/Insurance/ Fuel pumps/Safety training
 - Looked up CEU training for Bill
 - Influent numbers for headwork project
 - Cleaned sewer and investigated on South 7th St.
 - Worked with various customers on water and sewer issues(leaks, sewer backups)
-

Water Department Submitted by Jeff Pennington:

- Daily water chores
- Daily water testing
- Repair and Replacement of Chemical feed pump issues as needed
- Julie Locates- Large volume due to fiber and other projects
- Submitted EPA compliance paperwork
- Worked on monthly paperwork
- Assisted Sewer department when needed
- Water shutoffs for delinquent bills
- Water turn-ons
- Final reads
- Cleaned Sewer and investigated/televised on S. 7th St.
- Worked with various customers on water and sewer issues (leaks, sewer backups)
- OSHA compliance
- Generator/ Well checks
- Meetings- policy changes/BEC equipment/Insurance/ Fuel pumps/Safety training
- Sent out Finalized CCR report / Public notice with help from City hall staff.
- Working with Layne on Installation of Well #4 pump. Should be up and operational within a week if all goes well.



Submitted by Deputy Chief Matthew Kalnins: Police Department:

The Oregon Police Department would like to remind residents that if you want to operate any non-highway vehicles in the City of Oregon you must first obtain a permit from the Oregon Police Department. If you need further information please stop in to the Oregon City Hall and pick up the permit packet or speak with an officer on how to obtain the permit. If you already have the permit, remember it is good for one year and you must renew it at the Oregon Police Department. Initial permits are \$100 and a renewal is \$50. If you have lost your sticker a replacement sticker can be purchased at the police department for \$25.



Following the critical incident reported to the Ogle County Sheriff's Department on June 12, 2024, the Oregon Police Department is prioritizing the health and well-being of our officer who responded with the Ogle County Emergency Response Team.

Our thoughts are with the members of the Ogle County Sheriff's Department, The Rochelle Fire Department and the citizens of the Lost Nation Community during this challenging time.

