

ORDINANCE NO. 2024 - 39

**AN ORDINANCE AMENDING CITY REVISED CODE TITLE III, CHAPTER 35,
SECTION 2 (35.02) RELATED TO THE POLICE DEPARTMENT**

WHEREAS, the City of Mt. Vernon (“the City”) is an Illinois Home Rule Municipal Corporation, duly existing under the laws of the State of Illinois, and embodied as a Home Rule entity with certain rights and powers pursuant to the Illinois Constitution, Article VII, Section 6, and hereby makes an express declaration as to the use of its Home Rule Authority in the enacting and adopting of this Ordinance; and

WHEREAS, City maintains a Revised Code of Ordinance, which revised Code in Title III, Chapter 35, Section 2 (35.02) addresses in the introductory paragraph thereof the creation of certain hierarchical positions within the City of Mt. Vernon Police Department; and

WHEREAS, the City Council for the City of Mt. Vernon, after considerable thought and deliberation, finds that it is in the best interest of public health, safety, and general welfare that the City revise 35.02 as set forth below.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MT. VERNON, ILLINOIS, AS FOLLOWS:

SECTION 1 - RECITALS: The above recitals are true and material and are adopted herein as express finding of legislative fact, intent, and discretion of the City of Mt. Vernon, Illinois.

SECTION 2 - AMENDMENTS: That the introductory paragraph to Title III, Chapter 35, Section 2, and only the introductory paragraph, is hereby amended and shall hereafter read as follows:

“There shall be and is hereby established a Police Department in the City which shall consist of one (1) Chief of Police, one (1) Assistant Chief of Police, up to four (4) Captains of Police, up to six (6) Sergeants, and up to six (6) Corporals. The Police Department shall also include Patrolmen up to but not exceed thirty-two (32) in number as determined by the City Manager. In addition, to prevent a stoppage of public business, to meet extraordinary exigencies or to prevent material impairment of the Police Department, the City Manager may authorize and request the Board of Fire and Police Commissioners to make temporary appointments not to exceed six (6) months in length. The duties and

assignments of each officer below the rank of Chief of Police shall be determined by the Chief of Police.”


SECTION 3 - SEVERABILITY OF PROVISIONS: Each section, paragraph, sentence, clause and provision of this Ordinance is severable, and if any provision is held unconstitutional or invalid for any reason, such decision shall not affect the remainder of the Ordinance, nor any part thereof, other than that part affected by such decision.

SECTION 4 - CONFLICTING ORDINANCES: Any conflicting ordinances, code provisions or pertinent portions thereof in effect at the time this Ordinance takes effect are hereby repealed. Nothing in this Ordinance shall be deemed to modify any section of Chapter 35 of the City Revised Code other than the introductory paragraph thereof, and all remaining provisions of Chapter 35.02 not otherwise modified herein remain in full force and effect.

SECTION 5 - AUTHORITY: This Ordinance is hereby declared to be an exercise of the City’s home rule authority pursuant to Illinois law.

SECTION 6 - EFFECTIVE DATE: This Ordinance shall be in full force and effect after its passage, approval, and publication as provided by law.


PASSED by the City Council of the City of Mt. Vernon, Illinois, on the 4th day of November 2024.


Deputy City Clerk – Rebecca Barbour

NAME	AYE	NAY	ABSTAIN	ABSENT	CONFLICT
Botch				X	
Gliosci	X				
Moore				X	
Young	X				
Lewis	X				

APPROVED by the Mayor of the City of Mt. Vernon, Illinois on the 4th day of November 2024

ATTEST: 
Deputy City Clerk – Rebecca Barbour

APPROVED: 
Mayor John Lewis

(SEAL)

City of Mt. Vernon

Class Specification

JOB TITLE: Support Operations and Professional Standards (SOAPS) Administrator

Rank: Captain, Sergeant, or Corporal

DISTINGUISHING FEATURES OF WORK:

Subordinate to next higher rank, acts as the property manager for the Department handling all matters pertaining to found and seized property as well as any property that has been collected for evidentiary purposes, processes and collects evidence, conducts internal affairs investigations, quartermaster, and all other tasks assigned by department command.

Works in the Patrol Division as a first line supervisor in the absence of all other patrol supervisors.

HOURS OF WORK:

Normal work hours are Monday through Friday from 8am to 4pm. The position is available for call out as needed.

REQUIREMENTS:

- Supervise crime scene and lab personnel and oversee budget and procedures for the operation
- Supervise records and FOIA personnel and update any procedures or policy regarding changes in the law thereof.
- Supervise Abate Officer and update any procedures or policy regarding changes in the law thereof.
- Supervise technology personnel
- Supervise officers / investigators conducting background investigations for employment. Will oversee the background program and make any necessary changes to keep current with laws.

- Is responsible for internal affairs investigations of police misconduct, which may either take the informal or formal investigation. May utilize other internal affairs officers or investigators depending upon the need and supervise those assisting or conducting the IA investigation. Submits results of investigations to the Assistant Chief for disposition.
- Required to stay current on all aspects of Illinois law as it pertains to property management, seizure and disposal of property
- Serves as department quartermaster
- Each quarter notifies alarm owners and bills them if they have had more than four (4) false alarms by owner/employee error
- Makes periodic reports to the State Police regarding offenses which fall under the Uniform Crime Report
- Receives all evidence and property brought in by officers, and makes sure of proper packaging and documentation
- Maintains both computer and paper evidence/property records
- Hand carries certain evidence to the appropriate crime lab/agency
- Requests monthly dispositions from the States Attorneys so evidence which is eligible for release may be returned or disposed of
- Inventories property room on a monthly or yearly basis as required
- Maintains an accurate record of all equipment issued and replaced
- Assist with crime scene and evidence processing at department as needed
- Other tasks as determined by department needs

PHYSICAL REQUIREMENTS

- Requires the ability to pass the Police Basic Skills Physical Examination
- Employee is frequently required to stand; walk; run; sit; use hands to finger, handle or feel; reach with hands: climb or balance; stoop, kneel, crouch, or crawl; talk: hear; taste; smell.
- Employee must frequently lift and/or move up to 50 pounds.
- Use written sources of information, e.g. read reports, procedural documentation, reference materials
- Perform detailed work requiring visual acuity including close vision, distance vision, color vision, peripheral vision, and depth perception.
- Use non-verbal auditory sources of information, e.g., alarms, beepers, pagers

RESIDENCY REQUIREMENTS:

- Residency inside the limits of Jefferson County is required by all employees of the City of Mt. Vernon