



BROADVIEW POLICE DEPARTMENT

2350 S. 25th Avenue - Broadview, Illinois 60155

Thomas Mills

Chief of Police

708-345-6550

Fax 708-681-0248

Position Title: Commander

Salary: 129,500

DEFINITION:

Under general direction, plans, directs, supervises, and coordinates the activities of any assigned major department programs and activities; maintains charge of department supervisors; assumes command as assigned; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

The COMMANDER is a management-level, sworn, exempt rank position and is responsible for providing direct assistance to the Deputy Chief of Police and the Chief of Police. Shares responsibility for the operations of assigned sworn and civilian personnel within the department in protecting life and property, maintaining order, and enforcing laws and ordinances. This class must manage various tasks and projects; investigate sensitive criminal, internal, and administrative matters; and assist the Deputy Chief and Chief in operations and support service functions as directed. This class is distinguished from Police Chief, which has overall management and budgetary responsibility for the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Deputy Chief of Police and the Police Chief. Exercises general supervision, directly and/or through the Sergeants, Detectives, Police Officers, and other staff as assigned.

ESSENTIAL FUNCTIONS (include but are not limited to the following):

- Manages and supervises both sworn and professional staff of the police department; participates in the hiring process for subordinate positions, as needed.
- Organizes and assigns personnel among shifts; reviews shift activities and coordinates information gathered and work accomplished by subordinates.



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- Supervises police department personnel to ensure proper policies and procedures are followed; regularly inspects the building and vehicles; investigates citizen complaints; appears in court as required.
- Responds to major crimes, accident scenes, and emergencies; conducts investigations, interviews, and solves problems as they arise.
- Participates in developing and implementing goals, objectives, policies, and priorities.
- Participates in developing and managing the department budget for the functional area of responsibility; monitors and approves expenditures as authorized.
- Identifies opportunities for improving police services and procedures.
- Directs, coordinates, and reviews the work plan for the assigned area of responsibility; assigns work activities and projects; monitors workflow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Coordinates assigned police activities with those of other Village departments, and outside agencies and organizations; provides staff assistance to the Deputy Chief of Police and Police Chief; prepares and presents staff reports and other necessary correspondence.

- Responds to inquiries from the media and general public in the absence of the Deputy Chief of Police and Chief of Police, conducts meetings with residents, community groups, and business stakeholders, and collaborates with external groups within the Village of Broadview.
- Review, correct, and participate in preparing police reports and records.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field.
- May manage special programs or projects as required
- Performs other related duties as required or assigned by the Deputy Chief of Police and/or Police Chief.



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Minimum Qualifications:

Education:

- Minimum requirements include a college or university degree in related field or an equivalent combination of education and experience.

Work Experience:

- Minimum requirements include knowledge and skills developed through 3-7 years of work experience in a related job discipline.

Certifications:

- Certified as a full-time Illinois Law Enforcement Officer.
 - Pass background investigation
 - Complete a background investigation that demonstrates good moral character, a safe driving record, and no prior criminal convictions that would prohibit the individual from meeting the standards set forth by the State of Illinois to become a law enforcement officer.
 - Complete/pass medical examinations including vision screening and drug testing, physical test.
- Work Schedule may vary; days/nights/weekends/holidays

Required Documents:

Please submit the following required documents:

- Signed Village of Broadview employment application and authorization forms
- A copy of your Birth Certificate or Certificate of Naturalization
- A copy of your High School Diploma or GED Certificate
- A copy of your Driver's License
- A copy of your U.S. Military DD-214 form, if applicable
- A copy of your certificate of completion of Illinois Basic Law Enforcement Academy Training



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Submission of Application:

Applications and supporting documents, **MUST** be submitted in-person or via mail, by Friday, January 30, 2026 at 4:00 PM (CST). Applications submitted after the deadline will **NOT** be accepted. Only one application per person. **No applications or documents will be accepted via email.**

Location:

Broadview Police Department
Attention: Deputy Chief Johnson
2350 S. 25th Avenue
Broadview, IL 60155