



ORDINANCE NO. 934

**AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW  
MUNICIPAL CODE SID MUNICIPAL CODE BEING ORDINANCE  
NO.513 OF THE VILLAGE OF MACKINAW TO PROVIDE  
AMENDMENTS RELATING TO THE CREATION OF THE  
POSITION OF PUBLIC SAFETY DIRECTOR**

Published in pamphlet form by authority of the Village President and  
Board of Trustees of the Village of Mackinaw

MAY 19, 2017

STATE OF ILLINOIS            )  
COUNTY OF TAZEWELL    ) SS  
VILLAGE OF MACKINAW    )

**CERTIFICATE OF ORDINANCE**

I, the undersigned, do hereby certify that I am the duly appointed, qualified and acting Village Clerk of the Village of Mackinaw, Tazewell County, Illinois (the "Issuer"), and as such official I am the keeper of the records and files of its President and Board of Trustees (the "Corporate Authorities").

I do further certify the foregoing constitutes a full, true and complete excerpt from the proceedings of the regular meeting of the Corporate Authorities held on the *8TH day of MAY 2017*, insofar as same relates to the adoption of *Ordinance No. 934*, entitled:

**AN ORDINANCE AMENDING THE VILLAGE OF MACKINAW MUNICIPAL CODE SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF MACKINAW TO PROVIDE AMENDMENTS RELATING TO THE CREATION OF THE POSITION OF PUBLIC SAFETY DIRECTOR**

A true, correct and complete copy of which ordinance (the "Preliminary Ordinance" or "Ordinance") as adopted at such meeting appears in the transcript of the minutes of such meeting. The Preliminary Ordinance was adopted and approved by the vote and on the date therein set forth.

I do further certify the deliberations of the Corporate Authorities on the adoption of such Preliminary Ordinance were taken openly and was on the agenda at least 48 hours before the meeting at which it was adopted, that the adoption of such ordinance was duly moved and seconded, that the vote on the adoption of such ordinance was taken openly and was preceded by a public recital of the nature of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place convenient to the public, that notice of such meeting was duly given to all of the news media requesting such notice, that such meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and the Illinois Municipal Code, as amended, and that the Corporate Authorities have complied with all of the applicable provisions of such Act and such Code and their procedural rules in the adoption of such ordinance.

The pamphlet form of *Ordinance No.934*, including the ordinance and a cover sheet thereof, was prepared and a copy of such Ordinance was posted for public inspection in the municipal building, the Mackinaw United States Post Office, and the Mackinaw Library commencing on *MAY 19, 2017* and continuing for at least ten days thereafter. The original ordinance was adopted by the Board of Trustees of the Village of Mackinaw at a regular meeting, attended by six members of the Board, and approved by the President, as said Ordinance appears on file in my office and as the same is recorded in the Book of Ordinances of said Village.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the official seal of said Village of Mackinaw, Illinois, this 29TH DAY OF MAY, 2017.



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Village Clerk

ORDINANCE NO. 934

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SAID MUNICIPAL CODE BEING ORDINANCE NO. 513 OF THE VILLAGE OF  
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POSITION OF PUBLIC SAFETY DIRECTOR

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE  
OF MACKINAW:

SECTION 1: Chapter 30 of the Village Code of the Village of Mackinaw is hereby  
amended by inserting a new subchapter entitled "PUBLIC SAFETY DIRECTOR" which shall  
be as follows:

***PUBLIC SAFETY DIRECTOR***

§30.120 APPOINTMENT AND TERM

The President, with the advice and consent of the Board of Trustees, shall appoint a  
Public Safety Director. The term of the appointed Public Safety Director shall be not longer  
than the term of the Village President.

§30.121 COMPENSATION

The Public Safety Director shall receive as compensation for his service a sum set by  
action of the Board of Trustees on a roll call vote in an open public meeting of the Village  
Board of the Village of Mackinaw.

§30.122 DUTIES

- (A) The Public Safety Director shall perform those duties and functions as may be  
assigned to him from time to time by the Village Board of Trustees and further may  
be assigned to perform such duties as may be assigned to him by the Village  
President, which duties assigned by the Village President shall not be inconsistent  
with those duties and responsibilities assigned by the Village Board of Trustees or  
inconsistent with those assigned by State statute.
- (B) The Public Safety Director shall be responsible for overseeing the planning,  
organization and direction of the activities of the Police Department to protect the  
citizens of the Village of Mackinaw.
- (C) The Public Safety Director shall manage the development and implementation of  
departmental goals, objectives and priorities for each service area and shall  
recommend and administer police department policies and procedures and shall  
develop long term plans to improve departmental operations.

(D) The Public Safety Director shall assist the Chief of Police by performing administrative tasks and functions including but not limited to the following:

- (1) Collecting all racial profiling data from police officers on traffic tickets, traffic stop cards and pedestrian stops and submitting all data to the State and retaining all records thereof.
- (2) Maintaining all police forms as needed for police officers, completing updates and ordering replacements as needed for all officers.
- (3) Managing a schedule for all court dates for police officers including informing officers of all pending trials.
- (4) Scheduling all police officers for their shifts and changes in schedule as required to meet the needs of the department.
- (5) Collecting all arrest, warning and local ordinance data throughout the month and making reports submitting data to the Village Board on a monthly basis.
- (6) Inspecting all golf carts for minimum code compliance and issuing permits as needed.
- (7) Assigning officers to attend any required education classes to meet the requirements of the Village's insurer or to otherwise maintain appropriate training for all officers.
- (8) Collecting and submitting all juvenile detention records to the State of Illinois on a monthly basis and keeping all records of same in accordance with established record retention requirements.
- (9) Assisting the Chief of Police with oversight over the hiring, supervision, training, evaluation and discipline of all police department employees.
- (10) Collecting all in car DVD data and compiling data for court cases as needed and maintaining DVD data in accordance with established records retention policies.
- (11) Overseeing the maintenance and repair of all police department vehicles and equipment.

(E) The Public Safety Director shall be responsible for public relations and community outreach on behalf of the police department which may include but not be limited to the following:

- (1) Attending and participating in professional group meeting, maintaining awareness of developing trends in the field of law enforcement and crime

prevention and educating the community regarding same.

(2) The Public Safety Director shall be a community liaison for the police department, and in doing so shall answer phones, retrieve messages from the answering machine, inform the Police Chief regarding same, shall take phone calls and walk ins at the police department and appropriately respond to same and to inform the Police Chief or officers as needed.

(3) Responding to citizen inquiries and complaints.

(4) Informing the public as needed of department programs and policies.

(5) Managing and maintaining department email account.

(F) The Public Safety Director shall be responsible for performing all functions assigned to the Emergency Management Director.

SECTION 3: If any section or part of this Ordinance is held invalid, it shall not affect the validity of the remainder of this Ordinance.

SECTION 4: This Ordinance shall take effect 10 days after publication thereof as provided by law.


SECTION 5: Ordinance No. 513 of the Village of Mackinaw, as amended by this Ordinance, shall remain in full force and effect and all previous amendments to Ordinance No. 513 shall remain in force and effect except as modified by this Ordinance.

PASSED in due form on a roll call vote by the Board of Trustees of the Village of Mackinaw at a duly held meeting on the 8<sup>th</sup> day of May, 2017.

APPROVED:

  
\_\_\_\_\_  
President of the Board of Trustees of  
The Village of Mackinaw

ATTEST:

  
\_\_\_\_\_  
Village Clerk

AYES:

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NAYS:

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ABSENT:

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