

MEMORANDUM

TO: Urbana City Council
FROM: Mayor Diane Wolfe Marlin
DATE: March 28, 2022
RE: City Staff Appointments

I am pleased to submit the following Appointments for your approval.

Interim Police Chief Richard Surles – effective April 2, 2022 through April 1, 2024 or until filled, whichever is sooner

Richard (Rich) Surles has been with the City for 24.5 years, starting as a Police Officer and moving through the ranks as a Sergeant (2007 - 2010) and Lieutenant (2010 - 2019), before being promoted to Deputy Police Chief in 2019. He has also served as an adjunct instructor at the University of Illinois Police Training Institute. He has a bachelor degree in sociology with a concentration in criminology and a master degree in management with specialization in business value and project management, both from the University of Illinois. He has also successfully completed the Northwestern University School of Police Staff and Command.

Job Summary: The Police Chief leads the Police Department In their mission to protect life, property and the constitutional rights of all citizens within the City's jurisdiction; to serve our citizens by enforcing the law, preserving the peace, and reducing the fear of crime; and to help create a safer environment in which to live, work, and play through problem solving and collaboration with our citizens. This position Is responsible for the administration and management of the Police Department; plans, directs, coordinates, and administers police operations, support and training activities; and is responsible for ensuring compliance with applicable laws and regulations.

Interim Deputy Police Chief Matthew Bain – effective April 2, 2022 through April 1, 2024 or until filled, whichever is sooner

Matthew (Matt) Bain has been with the City for more than 22 years. He started as a Police Officer, was promoted to Sergeant in 2017, and then to Lieutenant in 2019. He currently serves as Lieutenant in Support Services. Matt oversees all of the civilian staff, including all of the front desk personnel. In addition, he coordinates the department's training programs and is the administrator for the records management system. He has also served as an adjunct instructor at the University of Illinois Police Training Institute. He has a bachelor degree in criminal justice and psychology. Lt. Bain currently is attending the Northwestern University School of Police Staff and Command.

Job Summary: The Deputy Police Chief is responsible to the Chief of Police for the administration of all Police operations including enforcement of traffic laws, crime prevention, patrol and criminal investigation, administration of the records management system, animal control services, budget, and grant management. The position assists the Chief of Police in the administration of the department budget and supervises both sworn and civilian (uniform and non-uniform staff). The Deputy Police Chief reports to the Police Chief.