

Classification Title	Chief of Police
Classification	Unclassified
FLSA STATUS	Exempt
Full-Time/Part-Time	Full - Time
Adopted	
Revised	
Probationary Period	One (1) Year

General Description

This is highly responsible and difficult administrative and public safety work involving the planning, organization, direction, supervision and coordination of the operations of the City's Police Department. The work is performed under the general direction and supervision of the City Manager/Safety Director but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed by the Police Department requires that an employee in this class establish and maintain close cooperative working relationships with supervisory personnel in all City departments and Divisions, representatives of other public safety and law enforcement agencies at the local, state and federal levels, local business and industry representatives all Department employees and the general public. Supervision is exercised over the work of all employees in the Police Department.

Job Duties

- Plans, organizes, schedules, directs, supervises and coordinates the operations and activities of the City's Police Department in consultation and collaboration with the City Manager in accordance with professional standards and department policy;
- Supervises the activities of police personnel, e.g., recommends hiring and termination, handles grievances, recommends discipline, recommends staffing needs, assigns and delegates responsibilities, ensures proper employee training, and conducts performance evaluations for all staff members;
- Meets and consults or cooperates with representatives of other local, state and federal public safety and law enforcement agencies to coordinate all phases of the City's law enforcement programs and activities; Maintains a relationship with other law enforcement agencies, courts, local businesses, and local public officials, and speaks before businesses and community groups;
- Revises internal procedures to keep abreast of changing trends and practices in the field of law enforcement and changing municipal conditions; Promulgates such orders from time to time as are necessary in conformity with laws, ordinances, rules, and regulations, executing promptly all orders from the City Safety Director and disseminating same to the department as may be required for proper enforcement;
- Prepares/facilitates annual budgets, and various reports for the Department and maintains related records; Coordinates and/or prepares the Department's operating and capital budget and controls expenditures of departmental appropriations;
- Develops goals, plans and measurements for the identification and evaluation of the City's law enforcement needs and activities;
- Receives and responds to complaints, attends meetings, visits schools and performs other duties in explaining the operations and activities of the Department and promoting community support of law enforcement operations;
- Participates in negotiations with law enforcement labor unions and administers labor-management agreements and related activities within the Department;

- Is the custodian of all property coming into the possession of the police department and shall be accountable for all such property and the safekeeping, proper disposition, and accurate recordkeeping for same
- Reviews all reports and records prepared by police personnel and prepares related reports
- Has charge over all records and accounts of the department, and is responsible for all records, forms, manuals, and requisitions
- Attends meetings, conferences and workshops as requested and authorized;
- Performs related work as required.

Skills, Knowledge, Abilities

- Comprehensive knowledge of the principles, practices and techniques in fields of police science, police administration, safety and security;
- Comprehensive knowledge of the controlling statutes, ordinances, rules of the Department, pertinent regulations of City, state and federal laws and applicable case law pertaining to law enforcement;
- Comprehensive knowledge of the organization, responsibilities functions and procedures of a modern municipal police organization including the limitations of its authority, together with the ability to adapt the organization, function and procedures to a variety of situations and conditions;
- Thorough knowledge of proven and effective techniques which apply to the specialized fields of patrol, traffic control and safety, criminal investigation, juvenile delinquency control, crime prevention and other police functions;
- Thorough knowledge of police records systems, communications equipment and use, police computer applications, crime reporting procedures, modern office practices and administration, grant application procedures and local budgeting practices;
- Knowledge of analytical skills necessary to develop and law enforcement implement mission, goals and objectives, as well as policies and procedures;
- Knowledge of public relations and media relations
- Knowledge of supervisory principles and practices
- Ability to use emotional intelligence in day-to-day work, decision making, problem solving, and employee supervision
- Ability to teach, mentor, and motivate within the organization by providing knowledge, skills, and information;
- Ability to plan, organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Ability to operate a personal computer using standard word processing, spreadsheet and specialized law enforcement applications appropriate to assigned duties;
- Ability to recognize unusual or threatening conditions and take appropriate action
- Ability to understand, interpret, and apply laws, rules, and regulations to specific situations
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to prepare clear and concise reports, correspondence and other written materials.
- Ability to communicate well with others both verbally and in writing, using both technical and non-technical language, in both ordinary and high stress and emergency situations and respond to questions;
- Ability to work independently and as part of a multi-disciplined team.
- Ability to use tact and discretion.
- Ability to make sound judgments and decisions in high stress and emergency situations and conditions;
- Ability to apply ingenuity and inventiveness in the performance of assigned tasks.
- Skill in the use and care of firearms;

Minimum Qualifications

- Equivalent to a Bachelor's Degree from an accredited college or university in Police Science, Criminal Justice, Public Administration, or a closely related field.
- Completion of a command level course such as Police Executive Leadership College (PELC) or Certified Law Enforcement Executive (CLEE) or attendance at the FBI National Academy, SPI Administrative Officer's Course, or the Northwestern University Staff and Command.
- Ten (10) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multijurisdictional activities. Demonstrated progressive promotion and advancement in responsibilities and rank.
- Three (3) years as a full-time Lieutenant or higher.
- Or an equivalent combination of education, training, experience.
- Possession of, or ability to obtain within six (6) months of appointment, and maintain a Valid Ohio Drivers' License.
- Possession of, or ability to obtain within six (6) months of appointment, and maintain the Ohio Peace Officer Training Academy (OPOTA) Certification.

Preferred Qualifications

- Equivalent to a Masters' Degree from an accredited college or university in Police Science, Criminal Justice, Public Administration, or a closely related field.
- Five (5) years as a full-time Lieutenant or higher in an agency of similar size or larger.

Physical and Mental Abilities

Work is typically performed in a normal office environment. Flexible schedule is required to accommodate the needs of projects and companies – may require some evening and/or weekend work in excess of 40 hours.

- Rarely: Color distinction, pushing/pulling, climbing ladders, squatting, crawling, and lifting (0 to over 91lbs);
- Occasionally: Climbing stairs, bending over, and reaching overhead;
- Frequently: Repetitive hand motions, grasping, holding, finger dexterity, reading, writing, standing, sitting, and walking;
- Constantly: Hand-eye coordination, visual inspection, hearing, and talking.
- Work Environment – Rarely: Driving mower/forklift, exposure to chemicals, exposure to gases, exposure to hazardous conditions, use of respirator, electrical hazards, and exposure to acidic harsh or oily substances;
- Work Environment – Occasionally: Exposure to extreme noise levels, extreme temperatures, outside, exposure to dust, exposure to fumes, and exposure to fumes;
- Work Environment – Frequently: Driving car/truck, and working at night/dark;
- Work Environment – Constant: Inside, and Office setting.