



POSITION DESCRIPTION – POLICE CHIEF

Position Title: Police Chief
Dept./Division: Police
Employment Status: Full-Time
Reports To: Village Administrator
FLSA Status: Exempt

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. This includes:

1. Bachelor's Degree in Criminal Justice Preferred. Associates Degree required.
2. Training and/or experience which evidences a comprehensive knowledge of law enforcement practices and procedures and management practices and procedures.
3. Five (5) years' experience in law enforcement, two (2) at a command or supervisory rank.
4. Possesses a valid Ohio Peace Officer Training Certificate.
5. Must meet the requirements to be bonded.
6. Must possess a valid Ohio driver's license.
7. Must Maintain Leads certification.
8. Ability to pass a pre-employment drug screen test and background check.

GENERAL DESCRIPTION:

Under general direction of the Village Administrator, directs and administers Village law enforcement program; supervises department personnel; patrols Village as necessary; performs administrative functions in department; maintains liaison with Village officials and appropriate outside agencies.

REPRESENTATIVE LIST OF RESPONSIBILITIES:

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Plans, develops, and supervises the Police department personnel;
- Processes personnel time sheet records and reviews overtime and excused absence request forms for approval / disapproval;
- Maintains an inventory of Police equipment;



-
- Creates operational policies to assure the department is meeting all local, state, and Federal requirements for a police department.
 - Maintains training programs and opportunities for police employees.
 - Manages the police records and secures police storage;
 - Attends Village Council Meetings and provides updates to the Village Administrator, Mayor, and Village Council when requested.



JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Position: Police Chief

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION:

For purposes of 42 USC 12101.

1. Plans, schedules, directs, and administers programs and activities of the Village police department in accordance with professional standards and departmental policy; develops short, immediate, and long-range plans.
2. Develops, recommends, and administers policies and operating procedures.
3. Initiates and supervises special investigations, patrol activities, and crime prevention programs.
4. Performs uniformed patrol duties; drives and/or walks to patrol the Village to protect lives and property; enforces laws to prevent crimes.
5. Reviews all reports and records prepared by police personnel (e.g., investigations, patrol activities, crime prevention, etc.) and prepares necessary reports.
6. Develops work schedules and supervises the activities of police department personnel.
7. Formulates and enforces departmental rules and regulations, work methods, and procedures.
8. Supervises the maintenance of departmental equipment (e.g., police cars, radio, radar units, firearms, computers, cameras, etc.).
9. Communicates with associates, public officials, and the general public.
10. Receives and responds to emergency telephone calls, accidents, or complaints.
11. Interviews applicants and recommends hiring and/or termination of police personnel.
12. Evaluates, instructs, and counsels employees.
13. Provides training for department personnel.



-
14. Handles grievances of department personnel and makes adjustments or recommendations to the Mayor.
 15. Recommends and enforces discipline of department personnel.
 16. Prepares budget estimates and controls the expenditures of all department funds.
 17. Directs the preparation and maintenance of police records, files, and other documentation.
 18. Conducts departmental correspondence, requisitions, and purchases necessary equipment and supplies.
 19. Develops and directs public information (e.g., news releases, media interviews, etc.).
 20. Coordinates activities between various law enforcement agencies in the apprehension of wanted criminals.
 21. Physically restrains/subdues suspects as required.
 22. Intervenes and counsels parties in domestic disputes.
 23. Collects, preserves, and processes crime scene evidence.
 24. Performs police-community relations for the department.
 25. Receives, assists, and transmits emergency calls by radio or telephone.
 26. Maintains confidential information.
 27. On call twenty-four (24) hours a day, seven (7) days a week.
 28. Maintains required licenses and/or certificates.
 29. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Demonstrates and maintains satisfactory public relations.
3. Works special details (e.g. Local school events, parades, etc.)



-
4. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of, or the ability to gain knowledge of: Village policies and procedures; department policies and procedures; state and local laws and ordinances; modern law enforcement practices and procedures; police administration techniques and procedures; criminal investigation techniques and procedures; occupational hazards and corresponding safety precautions; Village geography and population patterns; public relations; scheduling; discipline procedures; personnel performance evaluations; grievance procedures; hiring process; termination process; required reports; budget procedures; operation of related departmental equipment; requisition procedures.

Skill in: use of firearms; patrol car; use of radar; computers; dealing with public.

Ability to: interpret policies, procedures, and regulations; communicate effectively; establish and maintain effective working relationships with Village officials, supervisors, fellow workers, other Village employees and the general public; plan, schedule, direct, and coordinate departmental work; maintain composure in dangerous or stressful situations; command and direct operations of the department; supervise under limited direction of the Mayor; follow laws with regards to arrest and evidence; follow safety rules; discipline; evaluate personnel and programs; follow grievance procedures; interview; maintain records; follow budgetary allocation; maintain confidentiality; work safely; exhibit and maintain satisfactory work ethics and public relations.

POSITIONS DIRECTLY SUPERVISED:

- Police Sergeant
- Police Officer
- Police Clerk

EQUAL OPPORTUNITY EMPLOYER:

As an Equal Employment Opportunity (EEO) employer, the Village will conduct its staffing activities: selection, promotion, demotion, transfer, training and separation, in accordance with established federal, state and local EEO laws and regulations as they affect the Village.