



1 Benjamin Franklin Way, Franklin, Ohio 45005, 937-746-9921, FranklinOhio.org

Chief of Police

Salary / Pay Rate: \$92,507 - \$101,304 annual salary
Post Date: March 26, 2021
Application Deadline: April 30, 2021, 3:59 PM

We are seeking to hire a motivated and experienced law enforcement manager as Chief of Police for the City of Franklin, a chartered municipality. Under the City's Charter, the Police Chief reports to the Safety Director/City Manager. You will be responsible for the supervision of all sworn and non-sworn Division personnel; formulating and enforcing rules and regulations; making all personnel assignments and schedules; reviewing activities and reports of all division employees; setting department goals; attending Council and meetings of other City and civil groups, as necessary; and for other required duties under both the codified ordinances of the City of Franklin and Ohio law.

To excel in this role, you will need to have proven experience in leading people, management principles, communicating effectively, developing, and maintaining effective working relationships within a team focused collaborative environment. Successful applicants will have experience in strategic planning and possess a broad background in all aspects of service delivery. A working knowledge of relevant computer systems including CAD and an understanding of federal, state, and local laws is a must.

The city is located along the I-75 corridor and the Great Miami Riverway. The Division of Police serves a community of 12,000 permanent residents with 27-sworn officers including 3-detectives, 2-school resource officers, and 7-dispatchers who manage a full service PSAP. The dispatch center manages over 24,000 calls for service annually within 8 square miles. Franklin is in the early phases of redeveloping its downtown while the community constructs a new high school, transitions the existing high school into a middle school, all before building three new elementary schools. The new chief will be an integral partner of the executive team which will participate in developing community-oriented policing and pivots the department to serve our community for the foreseeable future.

The compensation package includes paid vacation, personal days and sick time, employer-sponsored health insurance, and Public Employee Retirement System benefits including Pension pick-up. Salary Range of \$92,507 - \$101,304 annually.

QUALIFICATIONS:

- Candidates must have demonstrated skills in these five police executive areas: leadership, management, organizational communication, budgeting, and community relations.

The selection process will be assisted by consultants from the Ohio Association of Chiefs of Police (OACP). For selected candidates, the Assessment Center will be conducted on June 5, 2021. The offer to the ultimate finalist will be conditional upon the successful results of a background investigation, psychological, and a physical examination.

- Candidates must have achieved a position of command or supervisory rank.
- Preferred bachelor's degree or above in criminal justice, police science, or a related field such as social sciences, business management, or public administration from an accredited college or university which would enable the candidate admission to a graduate school at an accredited university.
- Successful completion of advanced training of one of the following: FBI National Academy, the Southern Police Institute's Command Officer Development Course, Northwestern University/Traffic Institute's School of Police Staff and Command, Public Safety Leadership Academy (PSLA), or Certified Law Enforcement Executive (CLEE).
- Candidates must be OPOTA certified at the time of application.

APPLICATION DEADLINE: April 30, 2021, 3:59 PM

Applicants must submit the following documents listed below to Khristi Dunn of the City of Franklin:

1. A cover letter addressing the reasons for your interest in the job:
2. Your resume and completed city application,
3. A copy of your OPOTA certificate,
4. A copy of your college degree and/or professional certification(s),
5. A copy of a law enforcement agency organizational chart from your present or past employer or a written description of an organizational chart that describes the highest rank you have attained in a law enforcement organization detailing the respective reporting relationships; and
6. A written essay relative to the first bullet point provided (demonstrated skills) consisting of at least one paragraph (more likely will be needed) on each of the five areas, leadership, organizational communication, management, budgeting, and community relations. Please explain how your past experiences or responsibilities would demonstrate that you have attained these skills or possess the traits. All five areas must be addressed in your essay.

Please contact Khristi Dunn, Clerk of Council for the City of Franklin at 937-746-9921 ext. 1102 or via email at kdunn@franklinohio.org with any questions.

Please send requested documents to:

City of Franklin
 Attn: Khristi Dunn
 1 Benjamin Franklin Way
 Franklin, Ohio 45005

Please mark on the outside of the envelope or email subject line: POLICE CHIEF POSITION

The selection process will be assisted by consultants from the Ohio Association of Chiefs of Police (OACP). For selected candidates, the Assessment Center will be conducted on June 5, 2021. The offer to the ultimate finalist will be conditional upon the successful results of a background investigation, psychological, and a physical examination.



CITY OF FRANKLIN
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POSITION DESCRIPTION

Position Number:
Class Number:
Name:
Class Title: Police Chief

Civil Service Status: Classified
Employment Status: Full-time
FLSA Status: Exempt
Pay:
Dept./Div.: Police
Reports To: Safety Director
Supervises: All sworn and non-sworn
Division personnel

QUALIFICATIONS:

Bachelor's degree in law enforcement or related field preferred; ten years law enforcement experience including five years experience in a command or supervisory rank; must pass civil service exam; must pass criminal history check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid driver's license and obtain Ohio driver's license within sixty days if current license is registered with another state; current Ohio Peace Officer Training Certificate; must meet the requirements to be bonded; within six months of appointment complete training for newly appointed police chiefs as prescribed by law; has completed or within twelve months of appointment as police chief must complete a sanctioned/qualifying police command school such as Chief Law Enforcement Executive or Police Executive Leadership Program or comparable; complete annual recertification in divisional firearms; within sixty days of appointment complete training certificate for handling of missing children and child abuse and neglect cases from an approved Ohio, county, township or municipal police office basic training program.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; inventory control; jail and/or correctional facility security practices, procedures, and equipment; LEADS computer operations; public safety radio dispatching procedures; safety practices and procedures; division goals and objectives; division policies and procedures; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; interpersonal relations; public relations; media relations; rules of evidence; supervisory principles and practices; civil rights.

Skill in: computer operation; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; communicate effectively; train or instruct others; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. Plans, directs, and exercises general supervision over the work of the entire division (e.g., schedules and assigns tasks, participates as required and/or permitted in Civil Service appointment process, recommends discipline, evaluates performance, receives grievances or employee complaints, approves and recommends employee leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, serves as a member of management's collective bargaining negotiating team, has unlimited access to financial data used in the payroll and benefit budgeting process, has access to financial data used in monitoring division revenue/income, etc.); handles employee issues; makes all personnel assignments within the division; reviews activities and reports of officers; enforces disciplinary measures when necessary; ensures that recruits and regular officers receive adequate training in police methods and procedures.
2. Directs the preparation and maintenance of police reports and files; directs the investigation of major criminal offenses; cooperates with local, state, and federal officers in the apprehension of wanted persons; works with other law enforcement agencies to coordinate the efforts supplied by the division and enhance the stability of police effectiveness; sees that reports are prepared for the City Manager, City Council and other departments/divisions requiring the expertise of the Chief's Office; briefs elected and appointed officials of police activities and issues.
3. Personally leads and provides command responsibility for police tactical operations when required; ensures that division personnel receive and maintain adequate levels of training; formulates and maintains operational and administrative files: required by City police, state and

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 03-01-2021

Loveland, Ohio 45140

{7/25/2007 PDFRKC1 00046106.DOC}

federal regulations and requirements; maintains liaison with local, state, and federal courts; performs regular patrol duties.

4. Prepares budget estimates and controls the expenditures of all division funds including personnel costs, supplies, equipment, maintenance, and operational needs; conducts division correspondence; requisitions supplies and recommends the purchase of necessary equipment; performs administrative tasks.
5. Maintains division vehicles and equipment; controls the operation of the municipal jail.
6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

8. May be required to attend City Council or other City meetings.
9. Performs other duties as required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, radio, firearms, first aid devices, patrol car, handcuffs, baton.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Work conditions vary by shift. Some tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvements with dangerous and potentially dangerous people; animals, and

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CITY OF FRANKLIN
An Equal Opportunity Employer
POSITION DESCRIPTION

equipment, potentially without backup and with minimal force. The employee may be potentially exposed to human blood or other body substances.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)



APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS CONTAINED ON THE ENTIRE APPLICATION FORM

PERSONAL INFORMATION

POSITION SOUGHT: _____

NAME: _____
Last First Middle Initial

HOME ADDRESS: _____ COUNTY: _____

CITY/STATE/ZIP: _____

HOME OR CELL PHONE: _____

E-MAIL ADDRESS: _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES: ____ NO: ____

DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION?
YES: ____ NO: ____

If yes, please explain: _____

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES: ____ NO: ____

If no, can you obtain one before accepting employment? YES: ____ NO: ____

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES: ____ NO: ____

ARE YOU A RESIDENT OF OHIO? YES: ____ NO: ____

If not, are you willing to become a resident upon employment? YES: ____ NO: ____

ARE YOU APPLYING IN RESPONSE TO AN ADVERTISEMENT? YES: ____ NO: ____

If yes, where did you see the job advertised: _____



APPLICATION FOR EMPLOYMENT

EMPLOYMENT HISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE GROUNDS FOR DISQUALIFICATION.

CURRENT EMPLOYER: _____
 (Enter "None" if unemployed)

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES: ____ NO: ____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY ARE YOU CONSIDERING LEAVING? _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

DATES EMPLOYED: _____ TO: _____

JOB TITLE: _____

SUPERVISOR'S NAME: _____

BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____



APPLICATION FOR EMPLOYMENT

PREVIOUS EMPLOYER: _____
ADDRESS: _____
PHONE NUMBER: _____
DATES EMPLOYED: _____ TO: _____
JOB TITLE: _____
SUPERVISOR'S NAME: _____
BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____
DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____

PREVIOUS EMPLOYER: _____
ADDRESS: _____
PHONE NUMBER: _____
DATES EMPLOYED: _____ TO: _____
JOB TITLE: _____
SUPERVISOR'S NAME: _____
BEGINNING SALARY: _____ PER _____ CURRENT SALARY: _____ PER _____
DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:

WHY DID YOU LEAVE? _____



APPLICATION FOR EMPLOYMENT

EDUCATION AND TRAINING

THIS SECTION IS INTENDED TO GIVE THE EMPLOYER INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE, AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.

HIGH SCHOOL ATTENDED: _____
ADDRESS: _____
DID YOU GRADUATE? _____ HIGH SCHOOL EQUIVALENT? _____
COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, SPORTS, ETC.: _____

COLLEGE OR TRADE SCHOOL ATTENDED: _____
ADDRESS: _____
DATES OF ATTENDANCE: _____ TO: _____
DID YOU GRADUATE? _____ DEGREE: _____
COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, SPORTS, ETC.: _____

GRADUATE SCHOOL(S) ATTENDED: _____
ADDRESS: _____
DATES OF ATTENDANCE: _____ TO: _____
DID YOU GRADUATE? _____ DEGREE: _____
COURSES PERTAINING TO JOB APPLIED FOR: _____

ACTIVITIES, AWARDS, SPORTS, ETC.: _____



APPLICATION FOR EMPLOYMENT

PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING, EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.

REFERENCES

PLEASE LIST THREE (3) REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN AT LEAST ONE (1) YEAR:

1. NAME: _____

PHONE: _____ ADDRESS: _____

2. NAME: _____

PHONE: _____ ADDRESS: _____

3. NAME: _____

PHONE: _____ ADDRESS: _____

The City of Franklin is an Equal Opportunity Employer. It must ensure that no applicant for employment or employee of the City is denied equal opportunity because of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, or other non-merit based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs. The City of Franklin will continue to provide reasonable accommodations to employees and applicants with disabilities, and for religious observances and practices.

CONSENT TO CONDUCT BACKGROUND INVESTIGATION AND RELEASE

I _____ hereby permit the City of Franklin, Ohio to conduct a background investigation concerning matters related to my application for employment. As a result of this background investigation, I understand that the City of Franklin, Ohio will be seeking information from my current employer, if employed, prior employers, and other individuals that I may not have disclosed. By signing this release, I hereby consent to all current employers, prior employers and educational institutions to provide necessary information to this employer during the background investigation. I hereby release, hold harmless, and agree not to sue or file any claim of any kind against any current employer, former employer and educational institution, their respective officials, officers, employees, and agents, who in good-faith furnish the City of Franklin oral or written reference information as requested by this employer to complete its background investigation.



APPLICATION FOR EMPLOYMENT

A photocopy, facsimile or pdf scan of this form that shows my signature is valid as an original.

Dated this _____ day of _____, 20__.

Witness _____ Applicant _____

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

- 1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol and substance abuse testing. Initials: _____
2. If employed, I understand and accept that, depending on the position for which I am making application, I may be required to work evening shifts or night shifts, including weekends, may be required to be on call, and may be required to work mandatory overtime hours. Initials: _____
3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials: _____
4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees who have access to that information and data do not have a past record of criminal or unlawful activities. Therefore, I understand and accept that, depending on the position for which I am making application it may be necessary for the employer to investigate my background for any criminal or unlawful activity. Initials: _____
5. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer. Initials: _____

I SOLEMNLY SWEAR OR AFIRM THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT.

(Applicant's Signature)

(Date)