



## Position Description

### City of Tiffin

An Equal Opportunity Employer

**Position Title:** Police Chief

**Department:** Police

**Exempt / Non-Exempt:** Exempt

**Exempt Category:** Executive

**General Purpose for Job:** To provide administrative direction and oversight to the Police Department with the goal of protecting and serving the citizens of Tiffin.

**Reporting Structure for Police Chief:**

**Department Director or Administrator:** City Administrator/Mayor

**Coordinates / Supervises\* work of:** Lieutenants (3)  
Administrative Assistant (1)

**\*In addition to providing direct supervision to these positions, the Chief of Police manages (through first-line supervisors) all staff assigned to the Police Department.**

**Duties:** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted. The percentage of time allocated to each group of duties is approximate.)*

## **Department Administration**

**% Time**

60%

- Establish department's short and long-term goals and objectives, conferring with the Mayor, City Administrator, other City officials, staff and/or citizens as necessary
- Develop and implement department programs and services necessary and/or desirable to the City's residents
  - o Initiate, organize and implement crime prevention programs and services
  - o Initiate, organize and implement programs for disaster and emergency response
- Direct the operations and personnel of the department
  - o Assume personal command in response to critical incidents
  - o Monitor investigations; assigning staff and overseeing methods used
  - o Cooperate with other public offices and safety services
- Interpret and ensure adherence to applicable federal, state and local ordinances, regulations and laws
- Develop and administer the annual budget for the department
- Evaluate and recommend the purchase of equipment, vehicles, tools and supplies
- Develop, implement and oversee adherence to department policies and procedures
- Determine staffing requirements
- Provide leadership and guidance to staff
- Ensure employees receive sufficient orientation and training including safety practices and procedures
- Establish guidelines for and ensure maintenance of comprehensive and current record keeping systems for department activities and procedures
- Monitor and take action to ensure consistent and satisfactory level of department performance
- Work cooperatively with other City departments to meet goals, support the department mission, and serve the citizens
- Conduct and/or attend and actively participate in meetings as needed or required
- Process, analyze and summarize information in order to prepare reports, correspondence on behalf of the department, etc.
- Respond to emergencies and special requests as needed

## **Personnel Management**

20%

- Review application materials, select interviewees and personally conduct interviews as needed. Otherwise, review and approve candidates recommended by supervisors.
- Schedule employees for work and assign tasks
- Interpret and adhere to City policies and collective bargaining agreement(s) while managing employees
- Monitor employee progress and compliance with departmental and city-wide policies and procedures
- Review employee record of time worked to verify accuracy. Maintain files of employee documentation including requests for leave and copies of employee time reports, disciplinary actions and performance evaluations

- Evaluate employee performance; confer with supervisors regarding individual employee performance
- Counsel employees regarding performance issues
- Investigate and recommend discipline in response to employee misconduct
- Approve leave requests and authorize overtime
- Ensure effective communication of information to all employees

**Community Relations**

20%

- Respond to citizen concerns and complaints
- Participate in public forums to promote police department services
- Establish a cooperative relationship with the media and community groups
- Represent the Police Department at public meetings and to community and professional associations

<p><b>MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:</b> <i>(Required to qualify for position)</i></p>
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**Education**

Must be a graduate of an accredited college or university with a bachelor degree in criminal justice, public or business administration or other related field. A candidate must present certification of formal training that demonstrates significant experience in crime prevention, supervision, decision-making, management and leadership

**Experience**

Ten (10) years of law enforcement experience at progressive levels of responsibility including a minimum of five (5) years as a Chief of Police or five (5) years in an administrative or upper management level police position comparable to the position of Captain or Lieutenant in the City Police Department

At the time of application for the position of Police Chief the applicant must be employed as a Police Chief or as a police officer in an administrative position or upper management level law enforcement position, or employed as such within the twelve-month period immediately preceding the date of application

**Requirements**

Shall be a citizen of the United States

Shall have a valid Ohio driver's license or be capable of obtaining one prior to appointment

Shall have no prior felony convictions or pending criminal suits

Must pass a psychological examination, polygraph examination, medical examination and the then current physical fitness for duty standards of the Police Department

Must be certified as a peace officer by the State of Ohio Peace Officers Training Council at the time of appointment or within the legal time limitations then set by the State

Applicants for the position of Police Chief shall submit an application accompanied by all appropriate documentation necessary to prove the applicant's ability to meet the minimum requirements.

All applications shall be accepted by the Civil Service Commission and processed through the Assessment Center Process Board. The Commission and Board may use any mutually agreeable method to limit the number of final applicants to a maximum of ten persons.

The final applicants determined to best meet the City's needs and qualifications will be tested by the Assessment Center Process by the Assessment Center Board.

The applicants will be rated by the Assessment Center Board in a numerical order based upon the results of the Assessment Center Process.

The three highest ranking candidates' names shall be submitted to the Mayor for appointment.

All other names on the list and the order of their ranking shall remain the confidential information of the Civil Service Commission

**KNOWLEDGE, SKILLS AND ABILITIES:** *(Required for satisfactory performance. \*Denotes those which may be acquired within a reasonable amount of time after hire)*

### **Knowledge of**

- Federal, state and local (\*) laws
- Civil and criminal law and procedure
- Civil Service Commission rules \*
- Principles of law enforcement administration
- Case management methods
- Court procedures and protocol
- Business and management principles involved in strategic planning, budget development, resource allocation and supervision
- Principles and practices for staff recruitment, selection, training and evaluation
- Police equipment, tools and vehicles including the appropriate use of firearms
- Standard office equipment including computers and related software
- Department and City policies and operating procedures \*

### **Skill and Ability to**

- Drive an emergency vehicle
- Fire a weapon accurately and qualify yearly
- Remain calm in emergency situations
- Manage the activities and personnel of a department
- Allocate funds based upon availability and department needs
- Direct, motivate and develop people as they work
- Communicate effectively with others both verbally and in writing
- Interpret and apply laws, regulations and policies

- Persuade, negotiate and resolve conflicts
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to a problem
- Understand the amplifications of new information for both current and future problem-solving and decision making
- Evaluate department success and employee performance against established standards; enacting changes as needed
- Work within budgetary, procedural and/or policy guidelines and constraints
- Prepare accurate and concise reports
- Maintain confidentiality

**License/Certification Required:** Ohio Peace Officer Certification, valid Ohio driver's license plus a driving record that is acceptable to the City's risk manager and insurers, Firearms Certification.

**Physical Demands:** Frequent standing, walking and climbing stairs. Occasional bending, stooping, working in awkward or confined positions, lifting, or pushing light to heavy weight (2-20+ pounds).

**Scheduling Demands and Constraints:** The Chief of Police is required to work or at least be available at any time of day or any day of the week except when on approved leave.