

Police Chief Position Description  
Oxford Township, Butler County, Ohio

The Police Chief is the chief law enforcement officer for the Oxford Township Police Department, which is responsible for protecting the lives and properties of the approximately 2500 citizens of unincorporated Oxford Township and for maintaining the peace within its boundaries. The Department currently provides 24/7 patrol with an annual budget of approximately \$450,000 and with three full-time and six part-time constables and a part-time administrative assistant. The Police Chief reports to the Township Board of Trustees.

Required Education, Training, Experience and Qualifications

- Ten years full time paid law enforcement experience with increasing level of responsibility, including supervisory experience; Ohio experience preferred
- U.S. citizenship
- High school diploma or GED
- Current certification as a peace officer from the Ohio Peace Officer Training Academy
- Ability to complete (within fourteen months of hiring) a sanctioned police executive program such as the Certified Law Enforcement Executive Program as presented by the Ohio Law Enforcement Foundation.
- Pass a comprehensive background investigation and demonstrate ability to be bonded by the Township's insurer
- Have no prior felony convictions or pending criminal suits
- Possession of valid Ohio driver's license or ability to obtain one within thirty days of hiring
- Firearms certification
- Complete a Computer Voice Stress Analyzer/Polygraph Examination
- Pass a drug screen
- Satisfactorily complete a department physical agility course
- Pass a psychological examination

Preferred Education

- Associate degree or higher in law enforcement or related field

Responsibilities (this list is representative but not all-inclusive)

- Supervise all police functions in accordance with the provisions of Ohio Revised Code
- Direct efficient operation of the Department within the budget approved by the Board of Trustees
- Apprise Board of Trustees of police activity on a regular basis and provide immediate notification of extraordinary events or concerns
- Ensure proper training and certification of all constables
- Conduct performance reviews and carry out disciplinary procedures when necessary
- Respond to citizen requests for service, assistance and information with courtesy and professionalism
- Maintain cooperative relationships with other law enforcement agencies and with local organizations whose interests coincide with the Township's
- Ensure that Department equipment and vehicles are in correct order

Necessary Traits and Abilities

- Ability to lead, manage and motivate a team of constables engaged in community policing
- Excellent oral and written communication skills
- Ability to interpret and apply laws, regulations and policies
- Ability to persuade, negotiate and resolve conflicts

- Ability to maintain confidentiality
- Ability to be flexible and to embrace innovation, improvement and change

#### Salary and Benefits

The position is salaried and exempt. The Township provides uniforms, reimbursement of qualified family medical insurance premiums, and paid vacation, sick leave and holidays. The Police Chief has “take home” privileges for a department vehicle as long as the residence is within 30 miles of the Township office.