

City of Mount Healthy, Police Chief

The Mount Healthy Police Department is a community-oriented police department with a mission to create a safe and secure environment in which to live, work, and visit. The City does this by working together with the community, enforcing the law in a fair and impartial manner, preserving the peace and order in our neighborhoods, and safeguarding our Constitutional guarantees. The City of Mount Healthy, founded in 1817, is home to almost 7,000 residents. Conveniently located just minutes from Cross County Highway and I-275, the City of Mount Healthy features an appealing blend of historical buildings and newer developments, unique local businesses, a sprawling city park with a pool and a concert stage, a walking trail, a nature preserve, and so much more. With an emphasis on urban agriculture and dedication to preserving the small-town charm that has marked Mount Healthy for so long, Mount Healthy truly is a city with a history that's looking forward to the future. To learn more about our great community, please visit our website: <https://www.mthealthy.org/>.

Position Description

QUALIFICATIONS:

Completion of post-secondary education or equivalent (technical school or college education) required; minimum of ten (10) years of relevant experience and/or training in a public law enforcement agency required or any combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position; ability to successfully pass required checks and tests such as criminal record and background checks, and intelligence, physical, mental, and work-related tests; or equivalent combination of education, experience, and /or training which provides the required knowledge, skills, and abilities.

Commission on the Accreditation of Law Enforcement Agencies (CALEA)

The Mount Healthy Police Department is currently in the final stages of accreditation by the Commission on the Accreditation of Law Enforcement Agencies. This process has taken three years to complete. The successful candidate will have had experience with CALEA certified agencies and is committed to maintaining this certification during their tenure as Mount Healthy Police Chief.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the City's vehicle insurance policy; must have completed basic peace officer training and be certified with the Ohio Peace Officer Training Academy (OPOTA); 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 (CLEE) or Police Executive Leadership Program (PELC) or comparable; must be LEADS certified; must have completed an annual firearms qualification; must be certified in CPR/AED and first aid; must be able to complete instructor certifications as needed.

EQUIPMENT OPERATED:

Patrol vehicles (cars, large SUVs, and truck-sized vehicles); police radio; firearm; handcuffs; self-defense weapons (i.e., baton, OC spray, Taser, and other less-than-lethal tools); portable radio; computer; telephone; cell phone; camera; video camera; radar unit; unlock tool kit; BAC intoxication detector;

fingerprint kit; copier; printer; fax machine; scanner; or other office equipment; hand tools (i.e., pry bars, sledgehammers, battering rams, bolt cutters); fire extinguishers.

LEVELS OF SUPERVISION:

Works independently and without need for direct supervision; performs duties under the general direction of City Manager.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee: uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life-threatening situations; must pursue criminal suspects on foot and in vehicles; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; is periodically exposed to blood and other bodily fluids; walks or stands for long periods of time; climbs ladders, enters water, assists other emergency response personnel; must be able to stand 45% of the time, walk 45% of the time, and sit for 10% of the time; exerts 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than DOL strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Serves as Chief Administrator of the Police Department; responsible for supervision of all staff (e.g., schedules and assigns tasks, recruits and interviews job applicants, recommends the hiring of job applicants, conducts employee investigations; recommends discipline, evaluates performance, receives and adjusts grievances or employee complaints, approves and recommends the approval of 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, etc.)
2. Plans for and directs the overall operation of the police department (e.g. personnel, budget development and administration, safety, training, equipment, facilities, services, public relations, policies, and procedures); prepares and submits department budget and other financial documents; conducts or orders internal investigations, provides law enforcement leadership through monitoring the status of investigations, coordinating enforcement activities, analyzing statistics and patterns, and developing crime prevention strategies.
3. Develops, implements, and administers department goals, objectives, and mission; effectively communicates goals, objectives, and status to staff; provides for staff development and supervisory training programs.

4. Directs the preparation and maintenance of police reports and files. Directs the investigation of major criminal offenses. Serves as liaison with other law enforcement agencies, courts, and the local business community; works closely with the City officials and the City Council, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems; confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies; develops, directs and oversees planning and presentation of public involvement programs and crime prevention programs for neighborhoods, business, and other community groups; prepares and issues news releases and participates in media interviews
5. Submits required reports including an annual report to review the problems, services, and activities of the Police Department.
6. Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.
7. Maintains required licensure and certifications.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance; may be required to work rotating shifts; may be required to report to work outside normal working hours.
10. Must be able to drive an automobile and other required equipment.

OTHER DUTIES AND RESPONSIBILITIES:

11. Performs other duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Governmental structure and processes; City and departmental goals, objectives, and functions; geographic layout of region; management and supervisory principles, including employee training, development, and performance management; labor relations; budgeting; public relations; fiscal management; public safety radio dispatching 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; disaster management; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; office management and standard office practices.

Skill in: Computer operation (including software/applicants such as Microsoft Office, LEADS, etc.); use of modern office equipment; motor vehicle operation; operation and care of firearms; use of restraint devices; interpersonal communication; organization and time management; spelling, grammar, and mathematics.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; 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; understand most difficult classes of concepts; exercise independent judgement and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiple, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel and gain access to worksite; subdue and/or restrain individuals, maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:

Police Sergeant, Police Officer (full and part-time), Clerk, Auxiliary Officers

SELECTION PROCESS:

The selection process will be assisted by consultants from the Ohio Association of Chiefs of Police (OACP). For selected candidates, the process will include an Assessment Center on February 18, 2023. Those selected as finalists after the Assessment Center can expect an interview process with the City. The new chief should plan on starting with the City by March 15, 2023. The starting salary will be established at the time of employment and will be at least \$95,000 depending on qualifications.

Applicants must submit the documents below to Mallory Murphy, OACP Advisory Services Program Director, by **email only** to monica.miller@oacp.org:

1. A cover letter that addresses the reasons for your interest in the position.
2. A *résumé* including **detailed information relative to qualifications and experience set forth above.**
3. Three letters of reference from individuals familiar with the applicant's prior police work experience.
4. A copy of your OPOTA certificate, driver's license, and a copy of an organizational chart from your present or past employer that best demonstrates your qualifications for this position.

All application materials must be received at the OACP office no later than 4:00 p.m. January 4, 2023. Please add a "read receipt" to your email to confirm it has been received. Because of the public records law in Ohio, the identity of applicants and application materials cannot be considered confidential. If an applicant has questions about the position, contact City Manager Scott Bauer at sbauer@mthealthy.org or 513-931-8840.

Mt. Healthy is an Equal Opportunity Employer.