



Job Title: Chief of Police
Department: Perry Township Police Department, Stark County
Reports to: Perry Township Board of Trustees
Direct Reports: Sergeants, Detectives, Patrol Staff, School Resource Officers, Police Administrative Assistant and Records Employees, Safety Service Mechanics

Summary: Under administrative direction and reports directly to the Perry Township Board of Trustees; responsible for administration, management, planning, organizing, and monitoring the operations of the Perry Police Department.

Supervision Exercised: Directly responsible for the planning, organizing and development of Sergeants and the performance and conduct of all employees in the Perry Police Department.

Education/Work Experience/Training:

- Preferred 10 years' experience with a township, county, or municipal law enforcement agency or
- Preferred background as Police Chief, Police Deputy, Sheriff, or other leadership position within law enforcement agency or
- Any combination of education, training and experience that indicates possession of knowledge, skills, and abilities to perform essential functions.
- Expert knowledge of local government and police functions.

Knowledge, Skills & Abilities:

- Leader and visionary; consistently adds real value by providing innovative ideas, leading improvement initiatives, and fostering best in class service and efficiency for the residents of Perry Township.
- Extensive knowledge of principles and practices of public administration with an emphasis on budgeting and employee management.
- Expert knowledge of criminal and traffic laws and crime prevention methods.
- Expert knowledge of rules of evidence, laws governing custody of prisoners, laws of arrest, victims' rights, court procedures and search and seizure law.
- Ability to maintain excellent interpersonal communication skills, excellent written and oral communication skills as needed in the daily performance of required duties and effective communications within and outside of the organization in technical and non-technical terms.
- Considerable knowledge of local government services.
- Ability to plan and supervise multiple projects.
- Ability to prepare budget requests; maintain fiscal accounting and control.
- Experience with computers and software programs ie: Microsoft Word, Excel, PowerPoint, evidence, and inventory
- Certification for L.E.A.D.S., C.C.H., radar, laser speed testing, alcohol testing methods and maintain all required state mandated training.
- Ability to work flexible hours, including weekends and holidays.
- Ability to maintain effective working relationships with the Board of Trustees, Fiscal Officer, Township Administrator, Law Director, other Department Heads, staff, residents, and township businesses.

Overall Duties & Responsibilities

- Provides technical advice and assistance to the Trustees on capital and special projects relating to the Perry Police Department.
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- Assists the Fiscal Officer in preparation of annual Township appropriations; monitors financial activity of the Perry Police Department; administers purchasing function for Perry Police Department.
- Serves as liaison between the Township and other governmental agencies and groups on matters dealing with Township, particularly those concerned with traffic or crime prevention and the administration of justice.
- Prepares reports concerning the programs and activities of the Police Department, including problems, services, and activities.
- Attends Board of Trustees Meetings; provides informational input and recommends measures for adoption on matters pertaining to the Police Department.
- Investigates and responds to citizen's complaints and inquires.
- Maintains accurate records of all departmental affairs.
- Supervises the planning, organizing, monitoring, reporting, and budgeting of all departmental activities.
- Schedules and maintains staff schedules.
- Oversees payroll records for all staff the Perry Police Department.
- Recommends filling of vacancies within the Perry Police Department by interviewing candidates and making recommendations to the Board of Trustees.
- Designs infrastructure maintenance and repair projects and/or prepares requests for proposals and/or specifications for Police Department projects.
- Oversight for all Police Department vehicle, equipment, and supply purchases.
- Performs the review of personnel performance evaluations.
- Prepares capital improvement budget, fiscal budget, and control annual budget expenditures of the Police Department.
- Prepares and presents reports to Board of Trustees as required explaining proposals, studies, recommendations, and project alternatives related to the department.
- Attends Administrative staff meetings to discuss projects, plans, policies, etc.
- Meets and maintains relationships with state, county and regional jurisdictions, professional organizations, and citizen groups on departmental issues.
- Works outside the office to investigate significant requests, complaints or developing situations and attends meetings at other locations.
- Assist in preparation for collective bargaining.
- Participate in preparation and promotion of township levies as necessary.

Essential Duties & Responsibilities: Including the following, other duties may be assigned.

- Organize, direct and control resources of the Police Department for the most efficient discharge of its duty to preserve peace, protect persons and property and obey and enforce all laws of the United States of America and the State of Ohio. (ORC 505.49)
 - Develop and maintain the organizational structure of the Police Department in accordance with the professional standards and by the consideration of sound management principles.
 - Delegate activities under the control of intermediate supervisors and hold them accountable for effective performance of such activities.
 - Execute and modify as needed, police programs designed to prevent and repress crime, apprehend, and prosecute offenders, recover property, and regulate non-criminal conduct.
 - Work for the enactment and strengthening of laws and township resolutions for the restraint of criminal activities.
 - Organize and conduct adequate and progressive training and programing for employees of the department.
 - Initiate investigation into all cases of apparent misconduct by operational personnel or for any reasonable and just cause.
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- Visible and responsive to all police department employees. Including regular staff meetings and visits at irregular and unannounced times.
- Develop and conduct sound public information programs to promote the public confidence and support and shall interpret police policies and objections to employees of the department.
- Ensure prompt reporting to any other law enforcement agencies of any important actions falling within their jurisdiction.
- Custody and control of all books, records, machines, weapons, apparatus, and equipment of every kind necessary for the department functions.
- Shall be diligent in holding him/herself in high ethical standards along with employees of the Perry Police Department.

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 January 29, 2023. Those selected as finalists after the Assessment Center can expect interviews in the interview process with the Township. The starting salary will be established at the time of employment and will be at least \$75,000 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. A written essay relative consisting of one to two pages that describes your abilities and experience which would lead to a successful transition for Perry Township. These should include the following;
 - a. Leadership
 - b. Budgeting
 - c. Problem Solving
 - d. Disciplinary Procedures
 - e. Crime Prev
 - f. Technology
 - g. Public Relations
4. Three letters of reference from individuals familiar with the applicant's prior police work experience.
5. A copy of your OPOTA certificate 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. Monday, December 16, 2022**. 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 to be confidential. If an applicant has questions about the position, contact Trustee Lisa Nelligan at ldyer@perrytwp.com or 330-833-2141.

Perry Township is an Equal Opportunity Employer.
