

Code: 2129  
Dept.: Police  
Pay Grade: 150/1150  
Date: 3/13/98  
Reviewed: 10/25/22

Class Title: POLICE CHIEF

Definition of Class

Under administrative direction of the City Manager, is responsible for all employees and activities of the Police Department. Work involves the planning, organizing, and directing of a law enforcement organization concerned with protection of lives and property, and enforcement of laws and ordinances. Work is performed with considerable independence and latitude. Performs other work as requested.

Examples of Work Performed

Identifies goals, direction, and activity for departmental programs. Works closely with subordinates to direct, supervise and review program activities through written reports or personal observation.

Directs the development, administration and review of departmental budget and exercises control over expenditures. Prepares the budget, evaluates the need for and recommends the addition of new men, material, and equipment.

Develops departmental policy and administrative rules and regulations governing personnel, standards of performance, operating procedures, and other activities. Reviews adherence to policies through written reports or personal observation.

Participates in more serious or non-routine criminal investigations. Works closely with other law enforcement and related agencies at the county, state, and federal level.

Establishes effective working relationships with news media; establishes rapport with community groups and other civic organizations through meetings, speeches, presentations, or other means. Represents City of Fairborn Police Department at meetings.

Responds to citizen complaints, comments, requests, or inquiries whether in person, in writing, or by telephone.

Minimum Qualifications

Bachelor's degree in public administration, criminal justice, police administration or closely related field; supplemented by certification as a police officer; ten years of progressively responsible experience in general law enforcement administrative functions; or an equivalent combination of training and experience. Must have a valid driver's license.

Leadership training such as FBI National Academy, Northwestern University School of Police Staff and Command, Public Safety Leadership Academy, or similar program highly preferred.

Knowledges, Skills, and Abilities

Knowledge of government budgetary development, administration, and control.

Knowledge of principles, practices, and techniques in modern law enforcement administration.

Knowledge of community profile, including special area needs.

Knowledge of procedures, practices, and policies of effective leadership.

Knowledge of federal, State, and local laws and ordinances.

Knowledge of case law as applies to City of Fairborn.

Knowledge of modern office equipment.

Knowledge of Collective Bargaining and Labor Negotiations.

Knowledge of Communication Centers and Jail Operations.

Skill in the safe use of firearms and related police equipment.

Skill in the safe operation of light motor vehicle.

Skill in dealing with the public, news media, and citizen groups.

Skill in administration of employer-employee relations.

Ability to be available 24 hours a day for emergency situations.

Ability to command personnel and equipment during emergency situations.

Ability to plan, assign, coordinate, and evaluate activities performed by the Police Department.

Ability to establish effective working relationships with supervisors, subordinates, and the general public.

Ability to make effective presentations.