



**City of Sidney  
Job Posting**

**Job Title:** Police Deputy Chief  
**Department:** Police Department  
**Supervisor:** Police Chief  
**Salary:** \$89,315.20 - \$110,115.20

**Job Description Summary:  
Nature and Scope:**

It is the vision of the Sidney Police Department to exceed the expectations of our community, to adapt to ever changing challenges and to provide the highest level of service and protection to our citizens

The Police Deputy Chief is an executive Officer of the Department and is responsible for the protection of lives and property within the City limits of Sidney through the supervision of the Operational functions of the Police Department. The Police Deputy Chief (D.C.), working in concert with the Police Chief, is responsible for the organizing, controlling, and directing the personnel and resources of the Department. The D.C. is a classified appointee who serves in accordance with the provisions set forth by the City Manager, and functions in accordance with General Policy, with considerable latitude in the exercise of independent judgement as it relates to the operational capabilities of the Police Department. This position is under the direct supervision of the Police Chief. The D.C. may act in the capacity of the Police Chief in his/her absence.

**Job Requirements:**

A Bachelor's degree from an accredited four-year college or university is required, or is attained within one (1) year of appointment to the position. A Master's degree is preferred.

A minimum of five (5) years management/supervisory experience is required. Possess a combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Successfully completed police leadership and management schools, including but not limited to: FBI National Academy, Northwestern School of Police Staff and Command, Southern Police Institute Command Officer's Course, Ohio Law Enforcement Foundation Police Executive Leadership College (PELC), Certified Law Enforcement Executive Course (CLEE), or other similar training preferred. A current, valid Ohio Peace Officer Training Academy state certification is required. A current, valid Ohio Driver's License is required.

Visit [www.sidneyoh.com](http://www.sidneyoh.com) for the application, job description and benefits summary sheet. Submit an application and resume before 3:00 pm, Wednesday, May 17, 2023 to Receptionist, City Hall, 201 W. Poplar St. Sidney OH 45365; fax to 937-498-8160 or email: LSHUSTER@sidneyoh.com.

POSITION DESCRIPTION  
CITY OF SIDNEY

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POSITION TITLE: Police Deputy Chief

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REPORTS TO: Police Chief  
PAY RANGE: By  
DEPARTMENT: Police

FLSA STATUS: Exempt  
CIVIL SERVICE STATUS: Classified  
EMPLOYMENT STATUS: Full-time

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VISION STATEMENT

It is the vision of the Sidney Police Department to exceed the expectations of our community, to adapt to ever changing challenges and to provide the highest level of service and protection to our citizens

JOB RESPONSIBILITIES

The Police Deputy Chief is an executive Officer of the Department and is responsible for the protection of lives and property within the City limits of Sidney through the supervision of the Operational functions of the Police Department. The Police Deputy Chief (D.C.), working in concert with the Police Chief, is responsible for the organizing, controlling, and directing the personnel and resources of the Department. The D.C. is a classified appointee who serves in accordance with the provisions set forth by the City Manager, and functions in accordance with General Policy, with considerable latitude in the exercise of independent judgement as it relates to the operational capabilities of the Police Department. This position is under the direct supervision of the Police Chief. The D.C. may act in the capacity of the Police Chief in his/her absence. The D.C. shall also exhibit the traits listed below:

Duties include, but not limited to the following: directing activities of the personnel of the Department; reporting unusual problems and progress of operations of the Department to the Police Chief; reviewing records and reports of subordinate personnel; recommending disciplinary action and handling of employee grievances as established by the City of Sidney; keeping abreast of Federal and state laws, City ordinances, and all Supreme Court decisions pertaining to police procedures; attending and participating in staff meetings; evaluating the performance of subordinate personnel; conferring with and making addresses to public groups and organizations; preparing comprehensive Department reports of work performed; supervising and coordinating the scheduling of assignments in the Department; conducting periodic inspections of Department personnel and equipment; preparing budget requests for and supervising expenditures in the Department.

As an executive officer of the Department, the conduct of the D.C. will be exemplary in nature, including the enforcement of and obedience to all rules, orders, policies and directives of the Department.

In unison with the Police Chief, the work of the D.C. involves collaborative responsibility for the operation, administration, direction and coordination of Department activities. Work is performed with considerable independence within accepted police practices, City policies, and Department regulations under the direction of the Police Chief. The D.C. reviews work through reports and conferences and requires the frequent exercise of independent initiative and judgement in directing operations and making decisions affecting life and property. Supervision is exercised directly through subordinates over assigned personnel.

### QUALIFICATIONS

A Bachelor's degree from an accredited four-year college or university is required, or is attained within one (1) year of appointment to the position. A Master's degree is preferred.

A minimum of five (5) years management/supervisory experience is required. Possess a combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

Successfully completed police leadership and management schools, including but not limited to: FBI National Academy, Northwestern School of Police Staff and Command, Southern Police Institute Command Officer's Course, Ohio Law Enforcement Foundation Police Executive Leadership College (PELC), Certified Law Enforcement Executive Course (CLEE), or other similar training preferred.

A current, valid Ohio Peace Officer Training Academy state certification is required.

A current, valid Ohio Driver's License is required.

### ESSENTIAL FUNCTIONS

Working in unison with the Police Chief, plan, organize, and direct the activities and discipline of Police personnel in a manner consistent with established policy and procedure. Initiate, read, evaluate and/or process correspondence and memorandums relative to operational activities.

Assist in establishing and maintaining constant lines of communication with elements of the Department. Complete special projects, assignments and investigations, keeping the Police Chief, and in his/her absence the City Manager and Administration briefed on important matters, as necessary.

Assist in the preparation, control, and review of the Department budget or budget program. The D.C., working with the Police Chief, is responsible for the manner, efficiency and morale with which a Department achieves and attempts to achieve budgetary and personnel evaluations of subordinates.

Coordinate training activities and participates in training programs as an instructor or student, if necessary.

Provide leadership, supervision, guidance, and training of subordinates. The D.C. reviews manpower deployment to ensure an efficient and effective utilization of manpower. Provide direct guidance on field matters, as necessary.

Conduct meetings with all subordinate personnel routinely to establish effective lines of communication. Randomly inspect the work products of subordinates and make changes and/or recommendations, as necessary.

With assistance from the Chief of Police, oversees the agency grants process, policy and procedure process, Ohio Collaborative standards process, and all other duties assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Department goals and objectives; supervision; department policies and procedures, federal, state, and local regulations pertaining to department; manpower planning, division regulatory standards, safety practices and procedures.

Ability to: Establish and maintain effective work atmosphere as special assistant; exercise sound judgment; communicate effectively in verbal and written form; evaluate operational needs; identify problems and formulate corrective measures; maintain accurate records; handle confidential matters; define problems; establish facts and draw valid conclusions; write meaningful, concise and accurate reports; multi-task in critical situations and provide direction during emergencies.

#### PERSONAL TRAITS

Possess the ability to plan, assign, direct and review the work subordinates.

Demonstrate the ability to establish and maintain effective working relationships with subordinates, representatives of cooperating agencies, and the general public.

Demonstrate the ability to express oneself clearly and precisely, orally or in writing, including effectiveness of expression in individual or group settings and the ability to make a persuasive, clear presentation of ideas or facts.

Demonstrate a high degree of stress tolerance, including stability of performance under pressure and opposition.

Exercise a high degree of motivation and a strong personal commitment and desire to do a good job. The D.C. must be willing to make personal sacrifices, when appropriate, to realize organizational goals.

Demonstrate ability in leadership and effectiveness in getting ideas accepted and in guiding a group or individual to accomplish a task. Have an appreciation of the need for communication. The D.C. must be objective in perceiving one's own strengths and weaknesses. Possess a high degree of flexibility, the ability to modify behavioral style and management approach to reach a goal.

Demonstrate a great deal of initiative and tenacity to actively influence events, rather than passively accepting issues; be a self-starter and indicate a tendency to stay with a problem or line of thought until the matter is settled.

Establish a degree of independence by acting based upon one's own convictions, rather than through a desire to please others. The D.C. must also demonstrate decisiveness and a readiness to make decisions or render judgements, tempered with the ability to reach logical conclusions based on the evidence at hand and then establish priorities.

Demonstrate a high degree of self-confidence while being sensitive to the views and expressions of subordinates, peers, and superiors in a non-defensive manner. Have personality and a genuine attitude conducive toward working with superiors, peers, subordinates, and members of the public from all socioeconomic backgrounds.

Demonstrate and exemplify personal characteristics of professionalism which will provide a standard of excellence for which to strive by members of the entire Department. Possess and maintain a professional appearance and demeanor at all times.

### MANAGEMENT ABILITIES

Understand modern principles, methods, and procedures of police administration and organization. Have a proper understanding of the aspects of management control and appreciation of the need for control over processes, subordinates, and tasks. Have a familiarity with organization and Department administrative and management policies, procedures and programs. Possess the ability to effectively interact with other organizational staff members in project coordination at all levels. Possess the administrative ability to conduct analyses, prepare written reports and entries, hold briefings and coordinate projects.

Demonstrate effectiveness in planning and organizing one's own activities and those of a group tempered with the efficient use of delegation; exercise an ability to use the abilities of subordinates effectively and understand when a decision can best be made. Have the ability to understand the systematic process of goal and objective setting. Have the ability to command large scale operations of personnel and equipment under emergency conditions involving danger to life and property. Have the ability to recognize, when appropriate, the use of both positive and negative discipline in a direct and timely manner in enforcing Department policies, procedures and regulations. Have an ability to effectively evaluate the performance of subordinates to include the preparation of recommendations for improvement, training, and promotion. Possess the ability to counsel subordinates regarding personal and professional development.

Possess a strong understanding of the principles of commonly used budget systems. Be capable of striving for superior performance levels while faced with limited personnel and fiscal resources. Possess the ability to serve as Department liaison with other departments, agencies, and community organizations. Possess the ability to effectively interact with the press/media in a professional manner.

Possess an understanding of problem analysis by effectively seeking out pertinent data in determine the source of a problem. Have the ability to accomplish assigned tasks and

responsibilities in a community and organization that is sensitive to a variety of diversified interests and needs.

### TECHNICAL ABILITIES

Possess an understanding of modern police principles, methods, and procedures of the technical aspects of law enforcement. This includes, but not limited to: criminal investigation and identification, crime prevention, patrol, intelligence, traffic control and enforcement, police training and public relations.

Possess an understanding of the admissibility and preservation of evidence and an understanding of Federal, state, and municipal criminal and related laws, ordinances, and codes.

Possess the ability to be responsible for the care and maintenance of all equipment assigned to the Department and its personnel.

### PROHIBITIONS

The D.C. will not ridicule or criticize the City of Sidney, its departments, policies or other employees in the presence of subordinates by speech, writing or other expression where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline or is made with reckless disregard for truth or falsity.

### OTHER REQUIREMENTS

- Be loyal – to our Mission and Vision
- Be subordinate – to lawful organizational directives and supervisory instructions
- Be available – for work and while at work
- Be competent – mentally, physically, medically and psychologically prepared for work
- Be productive – and use productive work time in an efficient, effective and safe manner
- Be adaptive – to the demands of your job and adjust to change
- Be responsible – for decisions made and consequences of those decisions
- Be respectful – and easy to get along with and work with others in a harmonious relationship



**City of Sidney  
Non Bargaining positions  
Benefit Package January 1, 2023**

Payday	Bi-Weekly	
Probationary Period	Initial probationary period shall be for a period of 12 months.	
Performance Evaluation	Three, Five and Eleventh Month.	
Pay increases for new hires	Wage step increase after the first six (6) months of employment subject to a satisfactory performance evaluation. Annually thereafter	
Holidays:	New Years Day                      Labor Day Presidents Day                      Veterans Day Good Friday                      Thanksgiving Day Juneteenth                      Day After Thanksgiving Independence Day                      Christmas Eve Day Memorial Day                      Christmas Day Martin Luther King Day	
Medical Insurance	Employees may choose to be part of the H.S.A. plan or Opt Out. Employee pays 13% of monthly premium and may choose Single, EE/Spouse, EE/children, or Family Coverage.	
Vacation	Years of Service	Per Pay Period Accrual Rate
	0 – 6 Complete years	3.08 hours (2wks/yr)
	7 – 13 Complete years	4.62 hours (3wks/yr)
	14 - 20 Complete years	6.16 hours (4wks/yr)
	21 and over	7.70 hours (5wks/yr)
Sick leave	5.54 hours sick leave per pay period.	
Personal Business Days	Earn one (1) day per quarter after 6-months probation. (4 personal days)	
Life Insurance	50,000 term life and 50,000 AD&D is provided by the City of Sidney for full time employees only.	
Fitness Club Membership	Available to full time employees, up to the limits of the Sidney Ohio Code of Ordinances Chapter 131.393. This is a taxable benefit	
Tax Deferred Savings	International City Manager Association or Ohio Public Employee Deferred (employee's option of traditional &/or Roth)	
Pension Plan	Employee pays 12.25% into the Police and Fire Pension	
Supplemental Insurance	Available through Allstate @ employee's expense.	

**This is not a job offer. The City of Sidney may alter, change, and omit the above benefits.**



**RESUME, REFERENCES, AND QUALIFICATIONS**

Within your attached resume please include education, references, and any special job-related skills, qualifications, licenses, certifications, or training that you acquired from employment or other experience. (Add a separate sheet if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

See attached Certifications

**IN CASE OF EMERGENCY NOTIFY:**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Address \_\_\_\_\_

The information provided in this Employment Application is true and complete. The City may terminate my employment for any false or misleading statements or omissions in this application, whenever they may be discovered.

If I receive an offer of employment, I authorize a medical examination, including a drug screen, by an examiner selected by the City. I understand that any offer of employment may be contingent upon such medical examination and a background check.

I acknowledge that, if hired, my employment is for no definite period and may be terminated at any time with or without cause, by either me or the City. I understand that this cannot be changed except in a writing signed by the City Manager that states it is intended to make that change. Anything said or implied to the contrary is not binding on the City.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize any reference, school, former employer, or other person to disclose to the City, upon request, any information they may have about me and I release them from all liability for disclosing such information.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT  
AND INVESTIGATIVE CONSUMER REPORT  
UNDER THE FAIR CREDIT REPORTING ACT**

The City may obtain or cause to be prepared consumer reports for employment purposes. It may be an investigative consumer report which is obtained through personal interviews and might include information as to your character, general reputation, personal characteristics and mode of living.

You may make a written request, within a reasonable period of time, for a disclosure of the nature and scope of any investigative consumer report we have requested. You may also request a written summary of your rights under the Fair Credit Reporting Act.

If you consent to our obtaining a consumer report or investigative consumer report, sign and date below. We will not process your application until this is signed.

\* \* \*

I authorize the City to obtain or cause to be prepared consumer reports, and investigative consumer reports, about me for employment purposes. I understand that in obtaining such consumer reports and investigative consumer reports, a consumer reporting agency may be used, and I authorize such use. This authorization and disclosure will remain effective for the duration of my employment, if I am hired.

I have received a copy of this authorization and disclosure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

## Ohio Civil Rights Commission – Statistical Survey

**INSTRUCTIONS:** *The City of Sidney is required to report on the statistical information requested below. If you choose to volunteer this information, it will be filed separately from your employment application. Whether or not you elect to provide this information is entirely voluntary and will not affect any employment decision. However, in order for us to gather the needed information, we do ask that you provide responses to all 6 questions. If you prefer not to answer any or all of the following questions, please select the box titled “No Response”. Thank you for your assistance in this statistical survey.*

1) **ETHNIC RACIAL STATUS:** (Please check only one)

- |                          |       |                          |                 |                          |                |                                      |
|--------------------------|-------|--------------------------|-----------------|--------------------------|----------------|--------------------------------------|
| <input type="checkbox"/> | White | <input type="checkbox"/> | Hispanic        | <input type="checkbox"/> | Asian American |                                      |
| <input type="checkbox"/> | Black | <input type="checkbox"/> | American Indian | <input type="checkbox"/> | Other          | <input type="checkbox"/> No Response |
- 

2) **SEX:**

- |                          |      |                          |        |                          |             |
|--------------------------|------|--------------------------|--------|--------------------------|-------------|
| <input type="checkbox"/> | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> | No Response |
|--------------------------|------|--------------------------|--------|--------------------------|-------------|
- 

3) **AGE GROUP:**

- |                          |    |                          |          |                          |              |                                      |
|--------------------------|----|--------------------------|----------|--------------------------|--------------|--------------------------------------|
| <input type="checkbox"/> | 16 | <input type="checkbox"/> | 18 to 25 | <input type="checkbox"/> | 41 to 65     |                                      |
| <input type="checkbox"/> | 17 | <input type="checkbox"/> | 26 to 40 | <input type="checkbox"/> | 66 and older | <input type="checkbox"/> No Response |
- 

4) **HOW DID YOU HEAR ABOUT THIS JOB?** (Please check only one)

- |                          |                         |                          |                      |                          |                  |
|--------------------------|-------------------------|--------------------------|----------------------|--------------------------|------------------|
| <input type="checkbox"/> | Sidney Daily News       | <input type="checkbox"/> | Friend               | <input type="checkbox"/> | Internet         |
| <input type="checkbox"/> | Area Newspaper          | <input type="checkbox"/> | Current Employee     | <input type="checkbox"/> | Radio/Television |
| <input type="checkbox"/> | Ohio Employment Service | <input type="checkbox"/> | Professional Journal | <input type="checkbox"/> | No Response      |
- 

5) **RESIDENCE:** (Please check only one)

- |                          |        |                          |               |                          |      |                                       |
|--------------------------|--------|--------------------------|---------------|--------------------------|------|---------------------------------------|
| <input type="checkbox"/> | Sidney | <input type="checkbox"/> | Shelby County | <input type="checkbox"/> | Ohio | <input type="checkbox"/> Out of State |
|                          |        |                          |               |                          |      | <input type="checkbox"/> No Response  |
- 

6) **DO YOU HAVE A KNOWN DISABILITY?**

- |                          |     |                          |    |                          |             |
|--------------------------|-----|--------------------------|----|--------------------------|-------------|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | No Response |
|--------------------------|-----|--------------------------|----|--------------------------|-------------|