

**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** CHIEF OF POLICE  
**Classification Specification:** 70302 Chief of Police

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<b>Office/Division:</b>	Police	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Safety Director	<b>Civil Service Status:</b>	Unclassified
		<b>FLSA Status:</b>	Exempt

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### QUALIFICATIONS

1. certified as a Peace Officer by the Ohio Peace Officer Training Commission
2. ten years of service with the Norwalk Police Department plus
3. twelve (12) months experience as a Police Captain or
4. three (3) years experience as a Police Sergeant
5. successful completion of the Chief of Police selection process defined by City of Norwalk Ordinance 145.12

### LICENSURE OR CERTIFICATION REQUIREMENTS

Must be certified as a Peace Officer by the Ohio Peace Officer Training Commission and maintain necessary certification.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy and maintain firearms proficiency.

### MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)

#### Knowledge of:

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|---|---|
| 1. management principles                    | 6. public relations                         |
| 2. department policies and procedures       | 7. city government structure and process    |
| 3. state and local laws and ordinances      | 8. budgetary process                        |
| 4. law enforcement procedures and practices | 9. investigative methods and practices      |
| 5. personnel planning                       | 10. equipment utilized in police operations |

#### Ability to:

1. communicate effectively
2. objectively evaluate performance of others against established standards
3. exercise sound judgment
4. evaluate current operational needs, identify problem areas and formulate corrective measures
5. develop and maintain working relationships with associates
6. collect, analyze and interpret data
7. prepare and maintain accurate documentation
8. assess training needs of personnel

#### Skill in:

1. safe and effective use of police equipment including firearms, handcuffs, defensive tactics
2. use of investigative tools and instruments
3. safe operation of a motor vehicle
4. preparation of written documents
5. listening

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**ESSENTIAL FUNCTIONS OF THE POSITION** For purposes of 42 USC 12101

1. Directs and monitors activities of division operations and personnel; ensures work activities comply with established procedures, methods and practices; confers with management staff on personnel and labor relations related issues such as civil service rules and regulations, labor agreements, personnel policies.
2. Ensures the proper handling and resolution of division personnel matters, scheduling training, special schooling, evaluating, counseling, corrective action and discipline; administers collective bargaining agreement and responds to complaints/grievances.
3. Establishes and maintains close working relationships with elected officials, other members of the administration and department personnel; meets with general public and civic groups to discuss and resolve needs, problems and complaints; discusses constituency complaints with management personnel and the City's ability to deal with such complaints.
4. Responsible for preparation of annual budget request, monitors expenditures to ensure expenses do not exceed appropriations; requisitions supplies and equipment.
5. Prepares and maintains records, reports and other related documentation.
6. Demonstrates regular and predictable attendance.
7. Maintains required license and certification.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Performs various law enforcement tasks: serves citizens, enforces laws and ordinances, prevents crime, apprehends and/or arrests persons in violation of laws/ordinances; assists officers and detectives as needed.
2. Attends seminars and conferences, reads related publications to keep abreast of field.
3. Reviews reports prepared by division personnel to ensure adherence to division standards.
4. Performs other duties as assigned.

**EQUIPMENT OPERATED**

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|------------------------------------|---|
| 1. police cruiser                  | 6. other standard law enforcement equipment |
| 2. firearm                         | 7. computers                                |
| 3. radio                           | 8. standard business office equipment       |
| 4. radar unit                      |   |
| 5. blood/alcohol testing equipment |   |

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. exposure to traffic
2. periodic exposure to blood or other bodily fluids
3. periodic exposure to violent behavior
4. periodic operation of police cruiser at high speeds
5. periodic engagement in intense physical exertion

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.