

POSITION DESCRIPTION

POLICE CHIEF

Department: Public Safety

Department: Police

Location: Village Hall

DEFINITION

Under supervision of the Village Administrator, the Police Chief is responsible for the overall management of the Police Department; performs related duties as required.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Village Administrator.

SUPERVISION EXERCISED

Exercises supervision over all Police Department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, leads, manages, coordinates, supervises and evaluates Police Department operations and purchases, including but not limited to personnel scheduling, patrol activities, jail activities and dispatch center activities. Reviews and approves daily reports, 30-day follow-up reports, accident reports, and jail reports.

Operates and manages twelve (12) day jail facility; maintains and implements all policies and procedures for the administration and management of the jail facility in compliance with State and Federal regulations.

Develops policies and procedures for the Department in order to implement directives from the Village Administrator and/or Village Council.

Plans and implements a law enforcement program and budget for the Village to implement the policies and goals of Village Administrator and Council; reviews Department performance and effectiveness, formulates programs and/or policies to alleviate deficiencies.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that police personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, suspects and reports in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases and assure proper preparation for prosecution; conduct all internal investigations where improper conduct and/or behavior by Department personnel are alleged.

Supervises and coordinates the preparation and presentation of an annual budget for the Division; directs the implementation of the Department's operations and capital budget; plans for, reviews and approves bid specifications for new or replaced equipment; reviews and approves division payroll.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.

Manages and supervises Department personnel to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, disciplines and annually evaluates assigned staff; reviews progress and directs changes and improvements as needed; coordinates training for Department personnel; tracks training requirements for Department personnel.

Reviews and hears grievances, maintains Divisional discipline, conduct and general behavior of Division personnel.

Prepares and submits monthly reports to the Village Administrator regarding the Department's activities, and prepares a variety of other reports as appropriate; develops programs to inform the public of the Police Department's programs, operations and goals in promoting and maintaining a safe community.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Attends professional conferences, seminars and meetings to keep abreast of current trends in the field; represents the Village Police Department in a variety of local, county, state and federal law enforcement meetings.

Cooperates with and submits appropriate reports to County, State and Federal law enforcement officers where activities of the Police Department are involved and/or reported.

Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

Performs the duties of subordinate personnel as needed. Duties would include routinely participating a patrolling duty around the Village.

Performs other duties and tasks as assigned or required.

PREFERRED QUALIFICATIONS

Graduation from a college or university with a bachelor's degree in law enforcement, criminal justice, public administration or a closely related field

Ten (10) years of experience in police work, three years of which must have been equivalent to police sergeant or higher

Completion of the basic law enforcement training academy or equivalent

SPECIAL REQUIREMENTS

Must possess a valid State Driver's License without record of suspension or revocation in any state

Ability to meet Department's physical standards

Ohio Police Officer Training Academy

Maintain all training levels and certifications required by the State of Ohio for Police Officers and Police Supervisory personnel and Police Chiefs

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing and spreadsheet software, and specialized law enforcement software.