

# City of Circleville

## Employment Opportunity



***Posting updated 6/20 with changes to the Residency Requirement and extension of deadline to apply.***

**Job Title:** Chief of Police

The City of Circleville is seeking a qualified candidate to fill the full-time, salaried, classified position of Chief of Police. Under the general direction of the Director of Public Safety, the Chief of Police is the head of the Police Department. The Chief of Police determines and formulates policies and provides overall direction of the Police Department within laws and guidelines set by governing bodies. The Chief of Police plans, directs, and coordinates operational activities at the highest level of management with the help of the Deputy Chief and Captain. Salary range is \$68,048.00 to \$81,657.00 annually.

**Residency Requirement:** Subject to pending City Council approval, the Chief of Police's current residence shall be within Pickaway County or any county adjacent to Pickaway County, State of Ohio.

**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 during the weekend of August 24 & 25, 2024. Those selected as finalists after the Assessment Center can expect an interview process with the city at a later date.

Applicants must submit the documents below to Mallory Murphy, OACP Advisory Services Program Director by **email only** to [Mallory.Murphy@oacp.org](mailto:Mallory.Murphy@oacp.org) and cc [Monica.Miller@oacp.org](mailto:Monica.Miller@oacp.org):

1. A cover letter that addresses the reasons for your interest in the position.
2. A resume including detailed information relative to the qualifications and experience set forth below.
3. Three letters of reference from individuals familiar with the applicant's prior police work experience.
4. A copy of your OPOTA certificate
5. 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. Wednesday, July 3 2024**. 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 Human Resources Director, Valerie Dilley at [vdilley@circlevilleoh.gov](mailto:vdilley@circlevilleoh.gov) or 740-474-9601. Please reach out to Ms. Dilley if you would like a copy of the full job description.

The City of Circleville is an Equal Opportunity Employer.

### **Minimum Qualifications**

1. Preferred 10 years' experience with a municipal, township, or county law enforcement agency
2. Required background as Police Chief, Deputy Chief, Chief Deputy, Sheriff, or other equivalent supervisory position within a law enforcement agency for at least 3 years.
3. Bachelor's Degree preferred.

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4. Preferred completion of a senior police executive school, such as the FBI Academy, SPI, Northwestern University's Police Command and Staff School, OACP STEP PELC CLEE
5. Must be an U.S. citizen.
6. Must have a High School Diploma, G.E.D. (GED average 4.8) or equivalent certificate.
7. Visual acuity must be correctable to 20/20 and no more than 20/125 *binocular* uncorrected each eye. Vision must be free of color deficiencies that would preclude one from performing the essential job functions or would pose a direct threat to the health or safety of oneself or others.
8. Must have current peace officer certification granted by the Ohio Peace Officer Training Academy (OPOTA) and maintain this certification thereafter.
9. Must be physically, mentally, and emotionally capable of performing all functions and responsibilities of the position of Chief of Police and be free of any medical condition that would preclude successful performance of said functions and responsibilities. Pre-appointment assessments include: a pension physical, psychological assessment and polygraph examination.

### **Essential Functions**

1. Set and maintain a high standard of professional integrity for all members of the Department and the profession
2. Personifies soundness or moral principle and character, fidelity, and honesty when dealing with others
3. Protect the general safety and welfare of the public and property
4. Operate and drive emergency equipment under stressful conditions
5. Qualify in the carrying and use of firearms
6. Give credible testimony in legal and/or administrative proceedings
7. Gather, interpret and synthesize information and generate official reports
8. Interpret and enforce criminal codes in compliance with constitutional, civil, statutory and court case law, and the administrative directives and priorities of the Police Department
9. Physically take into control resisting and non-resisting suspects and other violence prone persons without resorting to excessive uses of force
10. Render emergency care to injured persons at crime scenes and accidents

### **General Tasks**

1. Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining members; addressing complaints and resolving problems
2. Plans long-range goals, objectives, organizational structure, and overall direction for the Department
3. Monitors, reviews, and communicates the implementation phases of the Department's strategic plans to ensure that long range goals and objectives are met
4. Plans and implements short-term or annual goals, objectives, and strategies for the Circleville Police Department to ensure efficient organization and completion of work
5. Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work
6. Plans for the staffing needs of the Department, coordinates the hiring process, and is responsible for the assignment of all Department personnel

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7. Plans, coordinates, assigns and monitors performance and coaches, counsels, mentors, trains, and advises members in Department for the dual goals of meeting Department goals and member career development
8. Confers with the city administration to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist the Administration in making needed improvements
9. Signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy
10. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications
11. Supervises special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to administration, elected officials, and others
12. Represents the Department at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues
13. Collects, analyzes, recommends, and reports on data concerning budget preparation, grant administration, personnel analysis, and the like
14. Secures, justifies, and monitors use of budgetary monies and capital