



JOB DESCRIPTION

Title:	Police Chief	Employee Group:	Non-Represented
Department:	Public Safety	Pay Grade:	70
Reports To:	Director of Public Safety	FLSA Status:	Exempt
Revision Date:	02/2026	PCN:	101-406-2-2-01-F

POSITION SUMMARY

Under the administrative direction the Director of Public Safety, this position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Police Division. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Division, to include its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

1. Foster a culture of innovation; provide leadership in attracting, retaining and developing an engaged workforce in the delivery of superior services to City residents and businesses.
2. Responsible for direct supervision of subordinates, supervisors, and staff with indirect supervision of all Police Division personnel.
3. Responsible for providing quality, professional police service to the community.
4. Responsible for the supervision of internal Investigations.
5. Responsible for managing and leading criminal investigations.
6. Develop and administer immediate and long-range budgets; ensure the Division operates within the annual budget and directs the annual budget process for the Division; monitor expenditures and revenues; forecast spending, staffing and revenue levels and recommend equipment purchases; research, apply for, and administer grants.
7. Responsible for establishing relationships with the community, subordinates, other criminal justice agencies, and City employees.
8. Develop collaborative and mutually beneficial relationships with local and regional law enforcement partners and communication centers.
9. Responsible for overseeing the disciplinary process and insuring professional, high quality police services.
10. Responsible for adhering to and promoting a Code of Ethics and enforcing high ethical standards to maintain public trust, uphold the law, and lead with integrity.
11. Responsible for Division awards program, selection, promotion process, and organizational development.
12. Responsible for all training, both in-service and external, from planning and development to participation in recognized technical programs.
13. Responsible for the total delivery of all police services to the community in a professional, expeditious fashion.
14. Responsible for policy development, implementation, and compliance.

15. Evaluate the effectiveness and efficiency of the Division; establish and review operating guidelines and policies to develop improvements in Division operations.
16. Responsible for compliance with the collective bargaining agreement.
17. Demonstrate a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work to cooperatively and jointly to provide quality community service.
18. Respond to and take command of major operations or emergencies involving operations as needed.
19. Review and analyze work and crime statistics; plan to ensure efficient allocation of the police workforce and maximize utilization of resources to achieve the highest possible level of productivity.
20. Approve news releases specific to the Division.
21. Attend advisory meetings with elected officials, employees, and representatives from other law enforcement agencies as scheduled.
22. Address organizations and other groups regarding the activities and programs of the Division to explain and promote public understanding of its work and to promote good community relations.
23. Respond to citizen's questions and comments in a courteous and timely manner.
24. Maintain regular, reliable, and punctual attendance; work extended hours as required to accommodate needs of the department or organization, including attendance at or facilitation of evening or weekend meetings.
25. Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in criminal justice, public administration, or closely related field with a minimum of ten (10) years' progressively responsible experience in police service and a minimum of five (5) years of demonstrated supervisory experience as Chief Deputy Chief, or other equivalent rank one level below Chief in a law enforcement agency; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential functions of the job.

OTHER REQUIREMENTS

- Must be a certified Peace Officer in the State of Ohio or eligible for certification reinstatement. An equivalent certification from another state to qualify for reciprocity will be considered.
- Must possess an Ohio valid Driver's license.
- Must successfully pass Pre-employment and Post- Offer Testing, including a background investigation, drug screen. Failure to pass these will result in the employment offer being rescinded.

PREFERRED QUALIFICATIONS

- Master's degree in criminal justice, public administration, or closely related field or management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent programs.

REQUIRED JOB COMPETENCIES

- Skill in the use of police-related equipment including, but not limited to: personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
- Skill in commanding people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
- Skill in communication and the ability to make quick decisions in critical situations
- Knowledge of the criminal justice system, court operations, and civil processes.
- Knowledge of principles and practices of budgeting, fiscal management, personnel management,

operational management, records management, and project management.

- Ability to lead by example and demonstrate integrity beyond reproach.
- Ability to effectively utilize the principles of strategic and long and short-range planning.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Organizational and time management skill in managing and prioritizing multiple projects.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects, programs, and department goals and objectives.
- Ability to read, understand and interpret moderately complex policies, procedures and government legislation.
- Ability to promote an atmosphere of professionalism with all contacts.
- Ability to explain complex technical information effectively to technical and non-technical personnel.
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to instruct and train in methods and procedures.
- Ability to communicate clearly, concisely and effectively with staff, administration, and the public in both written and verbal form.
- Ability to maintain self-control and adapt to stressful situations.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours if needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Situations may require extreme physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.

- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in an office setting, although periods of time may be in the field.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

_____ Electronic Signature on File
Employee

_____ Electronic Signature on File
Supervisor

_____ Electronic Signature on File
City Manager