

**CITY OF ENGLEWOOD
DEPARTMENT OF POLICE**

DIRECTOR (CHIEF) OF POLICE

DATE: July 2026

GENERAL DESCRIPTION: Under administrative direction, the Director (Chief) of Police is responsible for the protection of life and property in the City, and for the organization and direction of all police functions. Work involves managing, planning, directing, and controlling the administration and operation of the department's personnel, services and activities, including the multijurisdictional Englewood 9-1-1 Dispatch Center. This position is responsible for upholding and enforcing the laws, and implements measures for the prevention of crime, apprehension of criminals and protection of lives and property; in accordance with authority delegated by the City Manager, by performing the following duties personally or through subordinate supervisors.

REPORTS TO: City Manager

POSITION(S)

DIRECTLY SUPERVISED: Police Sergeants; Communications and Records Manager

QUALIFICATIONS: An example of acceptable qualifications:

- Possession of a bachelor's degree in law enforcement, organizational leadership, public administration or related field;
- Possess a current *Ohio Peace Officer Basic Training certificate* from the Ohio Peace Officers Training Commission (OPOTC) or be eligible for immediate reciprocity;
- Five or more years of experience in supervisory or command-level rank; or any equivalent combination, experience, and training which provides the required knowledge, skills, and abilities;
- Must be able to pass a police background investigation for employment and obtain clearance as a practitioner for the Ohio Law Enforcement Automated Data System (LEADS).

Preferred: Master's degree in law enforcement, organizational leadership, public administration or related field; completion of command-level or executive leadership training (STEP, PELC, CLEE, etc.)

Licensure or Certification Requirements: Must possess a valid State of Ohio driver's license (or obtain within 30 days of employment, if licensed in another state) and remain insurable under the City's vehicle insurance plan; must possess Basic Peace Officer certification through the Ohio Peace Officer's Training Commission (OPOTC).

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

The following 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 in these duties. Other duties may be required and assigned.

1. Serves as the chief administrative officer of the Police Department, promoting the safety and security of the City of Englewood; plans for and directs the operation of the police department (through sworn and civilian supervisors) including: personnel, budget development and administration, safety, training, equipment, facilities, services, public relations, policies and procedures, conduct or review internal investigations; formulates and recommends to the City Manager, for approval, policies, procedures, and rules and regulations for the government and operation of the Police Department and its personnel; prepares capital and operating budgets and makes recommendations to the City Manager; records and monitors departmental expenditures and income to ensure compliance with budget.
2. Supervises Police Department employees (e.g., schedules and assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends discipline; recommends and adjusts pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has access to financial data used in monitoring department revenue/income, etc.).
3. Investigates and responds to citizen inquiries and complaints; addresses various groups to inform public of goals and operations of department; attends community events; serves as liaison to the public; determines personnel, equipment, facility, and supply requirements; stays abreast of new law enforcement techniques, technology, and laws; continuously studies police protection needs, develops correction programs and

exercises general direction over their implementation; oversees and takes the lead in the administration of a positive public relations program.

4. Updates City Manager on Police Department actions, problems, and operational issues; establishes and maintains partnerships with external agencies (e.g., County EMA, Sheriff's Office, etc.); develops and maintains media relations (e.g., local newspapers; TV stations; local, state-wide, and nation-wide associations; etc.).
5. Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
6. Maintains required licensure and certification, if any.
7. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
8. Maintain regular, predictable, punctual attendance; work extended hours as required to accommodate needs of the department or organization, including attendance at or facilitation of occasional meetings or training outside of typical work hours.
9. Performs other essential functions and related law enforcement and public service assignments as required or assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES & PHYSICAL REQUIREMENTS:

(*indicates development after employment)

Possesses a comprehensive knowledge of budgeting; payroll practices and procedures; interviewing; office practices and procedures; LEADS computer operations; public safety radio dispatching procedures; two-way radio operations; *City/department goals and objectives; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; traffic laws; supervisory principles and practices; computer software; community resources and services; public relations; records management; personnel administration; office management; project management; government structure and process; public administration; government grant programs; state, federal, and local laws and/or regulations; media relations; labor relations; employee training and development; *local geographical area; English grammar and spelling; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; law enforcement administration.

Possesses skill in word processing; computer operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; use or operation of police equipment; use of restraint devices.

Possess the ability to carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; subdue and/or restrain suspects; maintain fitness standards.

Must be physically capable of performing essential police functions. Must have sufficient physical agility to lift and/or move heavy objects or persons during rescue activities; the ability to physically restrain persons during law enforcement/criminal apprehension activities; and the ability to withstand working outside in all extreme weather conditions. Must be able to perform varied and unpredictable physical movements, must be able to walk and run over uneven ground since a police officer is frequently called upon to pursue a fleeing suspect or investigate motor vehicle crash scenes before fire/EMS arrive and is required to lift, carry, and pull materials of varying types and weights which are entrapping victims. Must have visual ability and color perception sufficient to identify the color of a traffic signal, characters on a license plate, environmental details, to operate a police vehicle by both day and night, to observe criminal actions taking place, to observe traffic violations taking place, to read and write reports, correspondence, etc. in English. Must have sufficient hearing ability to understand radio transmissions, conversation with other individuals both in person and over a telephone. Must have sufficient speaking ability to communicate clearly and effectively with other individuals in person, over the telephone, through written correspondence (including e-mail) or over a radio. Must maintain competency in firearms qualification requirements promulgated under the Ohio Revised Code and department policy.

RESIDENCY REQUIREMENT:

Within six months of employment, the Director (Chief) of Police must reside within Montgomery County or an adjacent county.

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.