WATERVILLE TOWNSHIP POLICE DEPARTMENT

Chief of Police Position Description

Final Draft

Prepared for Township Review

Prepared for Waterville Township
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This document defines the ongoing duties, authority, qualifications, and expectations for the Chief of Police of Waterville Township.

1. Position Identification

Position: Chief of Police

Department: Waterville Township Police Department

Reports To: Waterville Township Board of Trustees

Employment Status: Full-time; FLSA classification. Township sworn officers are also appointed constables.

Salary: Depending on qualifications and experience

2. Position Summary

The Chief of Police serves as the chief law-enforcement executive of the Waterville Township Police Department and is responsible for the department's leadership, administration, operational effectiveness, and professional standards. Reporting to the Board of Trustees, the Chief exercises independent judgment in the day-to-day management of police operations while remaining accountable to the Board for departmental performance, fiscal management, personnel administration, and public safety services.

Waterville Township requires a Chief who balances executive leadership with active participation in patrol and law-enforcement operations. The position is anticipated to involve approximately 60 percent administrative and leadership responsibilities and 40 percent patrol and operational duties, subject to departmental needs. The Chief must remain capable of and willing to perform the essential duties of a police officer, respond to emergencies, assist with staffing shortages, and provide operational support when necessary.

The Chief is responsible for preparing and administering a fiscally responsible one-year operating budget, developing a comprehensive staffing plan, maintaining a rolling five-year capital plan, and implementing a practical strategic plan that supports the department’s mission, maintains effective police services, and addresses the Township’s present and future public safety needs.

The Chief is expected to model the Waterville Township Police department’s mission, vision, and Code of Ethics, including service, integrity, excellence, humility, justice, and continuous improvement in service to the community.

3. Essential Duties and Responsibilities

A. Executive Leadership and Administration

- Plan, organize, direct, and supervise the activities and operations of the police department.
- Maintain responsibility for the readiness and proper stewardship of departmental equipment, vehicles, facilities, communications systems, and information technology.

- Coordinate with regional law enforcement, fire/EMS, dispatch, courts, prosecutors, and mutual-aid partners to support effective operational response.
- Establish departmental priorities, goals, and expectations consistent with Township policy, the department's mission, and applicable law.
- Exercise sound judgment regarding day-to-day police operations, staffing decisions within delegated authority, and public-safety matters.
- Maintain effective working relationships with the Board of Trustees, Fiscal Officer, employees, residents, businesses, and partner agencies.
- Provide written recommendations and proposals to the Board regarding significant organizational issues, major service changes, or other matters requiring Township action.

B. Working-Chief Patrol and Operational Duties

- Perform direct patrol and law-enforcement duties as a regular and essential component of the position, representing approximately 40 percent of anticipated working time, subject to operational and administrative needs.
- Respond to calls for service, conduct or assist with investigations, provide field supervision, enforce traffic and criminal laws, complete reports, and testify in court as needed.
- Maintain firearms qualification and practical proficiency in patrol functions, incident command, report preparation, lawful arrests, evidence handling, and court testimony.
- Participate in and supervise major incidents, emergency response, significant investigations, and mutual-aid operations when circumstances warrant.
- Assist with vacant shifts, critical incidents, special events, officer backup, and emergency operations when operationally necessary.
- Remain reasonably available outside normal working hours for significant incidents, staffing shortages, and emergencies.
- Maintain a visible presence in the Township through patrol, community contact, and engagement with residents and businesses.

C. Budget, Fiscal Management, and Capital Planning

- Develop, justify, present, and administer the department's annual operating budget within Board-approved appropriations.
- Work closely with the Fiscal Officer to monitor expenditures, overtime, encumbrances, purchasing activity, and projected variances.
- Develop budget requests using staffing, overtime, training, vehicle, equipment, technology, contractual, and operating-cost projections; provide written justifications for major requests.
- Reconcile appropriations, expenditures, and encumbrances regularly with the Fiscal Officer; do not make commitments exceeding available appropriations or statutory purchasing authority.
- Evaluate available grants and other funding opportunities and obtain advance authorization when applications entail matching funds, continuing obligations, or additional staffing.
- Promptly notify the Board and Fiscal Officer of anticipated budget pressures or overruns and recommend corrective action.

- Maintain a rolling five-year capital plan covering vehicles, technology, communications equipment, facilities, and other major replacement needs.
- Comply with all Township purchasing, expenditure, grant, documentation, and internal-control requirements.

D. Staffing, Personnel Management, and Organizational Development

- Develop, implement, and periodically evaluate a documented staffing and deployment plan addressing authorized positions, coverage, vacancies, overtime, officer safety, scheduling, training, and use of part-time resources.
- Use verified calls-for-service and activity information, actual officer-hours, concurrent demand, staffing availability, and response needs when assessing appropriate deployment; avoid relying on raw activity counts alone.
- Establish appropriate supervisory coverage and ensure operational continuity during leave, training, vacancies, and unexpected absences.
- Supervise, coach, evaluate, and hold employees accountable for performance, professionalism, conduct, and adherence to departmental standards.
- Oversee recruitment and selection activities, review applicant qualifications and background findings, and submit written hiring recommendations to the Board of Trustees. Make recommendations concerning employee separation and significant disciplinary matters. The Chief does not independently authorize hiring or termination under the Township's stated personnel procedures; the Board makes final employment decisions.
- Publish work schedules sufficiently in advance to support operational planning and effective communication.
- Recommend organizational changes, supervisory adjustments, or staffing modifications in writing when operational or fiscal conditions warrant.

E. Strategic Planning and Performance Improvement

- Develop and maintain a practical departmental strategic plan identifying short-term and long-term priorities, service improvements, resource needs, and measurable objectives.
- Evaluate operational data, staffing patterns, training needs, policy compliance, and service demand to identify opportunities for improved effectiveness and efficiency.
- Review progress toward goals and provide the Board with periodic updates and recommendations for adjustment.

F. Policy, Training, Compliance, and Risk Management

- Develop, review, update, and implement departmental policies, procedures, rules, and regulations.
- Ensure personnel maintain required certifications, legal updates, policy acknowledgments, and professional competencies.
- Ensure effective implementation, employee acknowledgment, and periodic review of departmental policies, including the policy-management system adopted by the Township.

- Maintain appropriate oversight of property and evidence receipt, security, inventory, audits, transfers, and disposition in accordance with law and adopted policy.
- Ensure citizen complaints, internal allegations, misconduct concerns, and critical policy violations are documented, reviewed, investigated, or referred appropriately, with required notification and due-process safeguards.
- Establish an annual training plan and prioritize training that improves legal compliance, competency, officer safety, and service delivery.
- Oversee internal controls, complaint review, corrective action, and other measures needed to protect the Township and the Department from preventable risk.
- Maintain current knowledge of developments in law enforcement, public safety, and local-government administration.

G. Community and Intergovernmental Relations

- Serve as the Department's primary representative to the community and to governmental and public-safety partner agencies.
- Promote public confidence through responsiveness, professionalism, transparency, and respectful treatment of all persons.
- Maintain effective relationships with neighboring agencies, courts, schools, fire/EMS, county officials, and other partners.

H. Records, Reporting, and Accountability

- Maintain accurate operational, personnel, investigative, and administrative records in accordance with law and Township policy.
- Ensure lawful management of records, records retention, confidential information, and release of public information; oversee appropriate reporting of crime and activity data.
- Provide the Board with a concise monthly written report addressing operations, calls for service and activity, staffing and vacancies, overtime, training, budget-to-actual status, significant risks, and progress on goals.
- Provide prompt notice to the appropriate Township officials regarding deaths or serious injuries arising from police operations, significant force incidents, serious misconduct allegations, major emergencies, material financial concerns, and other events requiring timely governmental awareness.
- Prepare written recommendations supporting major expenditures, staffing proposals, organizational changes, and policy initiatives.

I. Governance, Personnel Recommendations, and Legal Accountability

- The Chief reports to the Board of Trustees, directs day-to-day police operations, and manages authorized personnel and resources within applicable law, approved staffing levels and appropriations, and adopted Township policies. The Chief may recommend, but shall not independently implement, appointments or terminations under the Township's stated personnel procedures, subject to hearing rights under R.C. 505.491.

- The Board of Trustees establishes authorized staffing levels, salary schedules, qualifications, and conditions of employment and, under the Township's stated procedures, makes final hiring and termination decisions. The Chief recommends candidates for employment and personnel actions to the Board and manages routine assignments, scheduling, supervision, and performance evaluations under established Township policy.
- The Chief is responsible for departmental spending controls but does not assume the Fiscal Officer's statutory certification/accounting responsibilities or the Board's appropriation authority.
- Major restructuring, new positions, material contracts, significant fiscal commitments, and other actions requiring formal Township approval shall be presented in writing before implementation, except as otherwise permitted by law or emergency policy.

4. Minimum Qualifications

- Current Ohio peace-officer certification, or other lawful eligibility to exercise Ohio peace-officer powers at appointment, with continuing compliance with applicable Ohio training and certification requirements.
- Valid driver's license and ability to maintain insurability under Township standards.
- Demonstrated law-enforcement leadership and supervisory experience sufficient to manage a small police department.
- Ability to perform the essential administrative and patrol functions of the position, with or without reasonable accommodation.
- Ability to respond to emergencies and perform field duties, including nights, weekends, holidays, and special events when necessary.
- Maintain lawful authority to carry a firearm and satisfy applicable firearms qualification and operational-readiness standards.
- Maintain the capacity to perform essential physical law-enforcement functions in both office and field environments, with or without reasonable accommodation.
- Successful completion of a job-related background investigation and any lawful, consistently applied employment screening required by Township policy; comply with adopted drug and alcohol policies.
- Attend the OPOTC New Chief of Police training course within six months after appointment if subject to R.C. 109.804, with successful completion and any applicable exemption, recognition, or deferral governed by the statute.

5. Preferred Qualifications

- Bachelor's degree in criminal justice, law enforcement, public administration, or a related field.
- Ten or more years of peace-officer experience.
- Five or more years of peace-officer supervisory experience.
- Police leadership training such as CLEE, PELC, FBI National Academy, Northwestern School of Police Staff and Command, or equivalent executive-development training.
- Demonstrated experience in budget preparation, personnel management, policy development, and strategic planning.

6. Knowledge, Skills, and Abilities

- Strong knowledge of modern police methods, practices, and legal requirements.
- Ability to lead a small department through clear expectations, accountability, and professional example.
- Ability to prepare and manage budgets, capital needs, and staffing plans.
- Strong written and verbal communication skills, including public presentation and report writing.
- Strong analytical, organizational, and problem-solving ability.
- Ability to build public trust and maintain effective working relationships with diverse stakeholders.
- Ability to exercise sound judgment in both administrative and operational settings.

7. Character, Ethics, and Service Expectations

The Chief of Police shall demonstrate the highest standards of personal character, moral integrity, ethical conduct, honesty, impartiality, accountability, and professional judgment, both on and off duty.

Candidates should possess a demonstrated professional history reflecting a high level of service, integrity, ethical decision-making, professional commitment, and respect for the rights and dignity of others. The Chief shall lead by example and foster a culture of service, justice, excellence, humility, harm reduction, and continuous improvement throughout the Department.

8. Working Conditions and General Requirements

- This is an executive law-enforcement position that includes office work, patrol duties, field response, and on-call responsibilities.
- Patrol assignments may involve exposure to inclement weather, hazardous driving, emotionally distressed or violent persons, contagious conditions, and other foreseeable law-enforcement risks.
- The Chief may be required to work evenings, weekends, holidays, and irregular hours.
- The Chief of Police is expected to maintain reasonable availability to respond to significant emergencies, critical incidents, and other situations requiring executive or operational leadership outside normal working hours. The Chief shall maintain personal and professional arrangements that permit a timely and effective response when circumstances require an on-scene presence. The Township does not impose a specific residency requirement; however, the Chief must be able to meet the operational response expectations established by the Board of Trustees, consistent with applicable law and departmental needs.
- The Chief shall comply with all applicable laws, policies, ordinances, and collective bargaining obligations where applicable.
- The Chief is expected to support appropriate employee wellness, safety, resilience, and professional development while fostering a respectful, accountable workplace.

9. General Statement

This position description is intended to describe the general nature and level of work performed by the Chief of Police. It is not intended to be an exhaustive list of duties, responsibilities, qualifications, or

requirements. Duties and responsibilities may be modified as necessary to meet the needs of Waterville Township and the Police Department.