

## POSITION DESCRIPTION

**TITLE: CHIEF OF POLICE**

**DEPARTMENT: Police**

**CLASSIFICATION: Full Time**

**GENERAL PURPOSE:**

1. Plans, schedules, organizes, assigns and directs activities of the Police Department in the enforcement of laws and ordinances, the prevention of crime and protection of life and property.
2. Must take charge of all local disaster or delegate to subordinate Command Officers as needed.
3. Performs other related duties as required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Mayor.

**SUPERVISION EXERCISED:** Plans, schedules, organizes, assigns and directs activities of the Police Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, schedules, directs and exercises supervision over the work of the entire police department.
2. Formulates and enforces departmental rules and regulations and work methods and procedures.
3. Makes all personnel assignments.
4. Makes recommendations to the Mayor for the appointment, promotion and dismissal of officers.
5. Oversees in-service training programs.
6. Enforces disciplinary measures when necessary.
7. Directs the investigation of major criminal offenses.
8. Cooperates with State and Federal Officers in the apprehension of wanted persons.
9. Maintains records and prepares special reports.
10. Reviews reports submitted by departmental employees.
11. Ensures the preparation of reports for the Bureau of Motor Vehicles, BCI and Federal Bureau of Investigation.
12. Prepares budget estimates and controls the expenditures of all departmental funds.
13. Requisitions supplies and recommends the purchase of necessary equipment.
14. Conducts department correspondence.
15. Meets with and answers questions for the public.
16. Attends various police conventions, chief's meetings and village council meetings.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **1. Education and Experience:**

- a. Any combinations of training and work experience, which indicates possession of the knowledge, skills and abilities listed below.
- b. Must possess a High School Diploma.
- c. Certificate from Basic Police Officer Training School.
- d. Experience that indicates a thorough knowledge of departmental policy and procedure.
- e. Associates Degree in Law Enforcement preferred, plus (5 years) minimum experience as a Command Officer in Law Enforcement.

### **2. Necessary Knowledge, Skills and Abilities:**

- a. Knowledge of departmental policies and procedures.
- b. Knowledge of management principles.
- c. Knowledge of employee training and development.
- d. Knowledge of police procedures and methods.
- e. Skill in handling firearms.
- f. Skill in operation of BAC Datamaster and other police equipment, including vehicles.
- g. Skill in typewriter and computer operations.
- h. Ability to apply principles to solve practical everyday problems.
- i. Ability to communicate effectively in both verbal and written form.
- j. Ability to maintain friendly working atmosphere as Department Head.
- k. Ability to develop and maintain effective working relationships with associates, Officials and general public.
- l. Ability to define problems, collect data, establish facts and draw valid conclusions.
- m. Ability to maintain accurate records.
- n. Ability to prepare meaningful, concise and accurate reports.
- o. Ability to add, subtract, multiply and divide.

## **SPECIAL REQUIREMENTS:**

1. Must be a U.S. Citizen.
2. Must maintain in his/her possession a Valid State of Ohio Drivers License not under suspension and must maintain insurability with the Village of Oak Harbor insurance carrier.
3. Must pass a physical examination by a licensed physician, if required.

**TOOLS AND EQUIPMENT USED:** Firearms, police vehicles, BAC Datamaster, P.B.A.'s, radar, police radios, phones, E911 computer, mainframe computer terminal, personal computer, copy machine, fax machine and typewriter.

**PHYSICAL DEMANDS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
2. The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES:**

1. Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.
2. The duties listed above are 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.
3. 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.

Revised: August 6, 2007