

CITY OF OBERLIN JOB DESCRIPTION
POLICE CHIEF

Title:	Police Chief	Department:	Police
Supervisor:	City Manager	Positions Supervised:	Police Lieutenants, Administrative Coordinator, All Police Personnel
Civil Service Status:	Unclassified	Exemption Category:	Administrative
FLSA Status:	Exempt	Pay Grade:	7
Bargaining Unit:	N/A	Schedule:	Regular business hours, some evenings and weekend hours, as needed.

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

General Statement of Duties:

To plan, direct, and review the activities and operations of the Police Department. The Police Chief is responsible for the overall protection of lives and property in Oberlin through the supervision of all police functions. Administers all internal and external activities of the police department, and implementing and enforcing applicable City, State and Federal laws. Must exercise considerable independent judgment performing professional law enforcement, crime prevention and community services.

Coordinates assigned activities with the City Manager, Fire Chief, and other City departments and outside agencies and to provide highly responsible and complex administrative support to the City Manager. Works cooperatively with Oberlin College security force, staff and students in a dynamic college town setting. Must lead by example demonstrating a high degree of honesty, integrity, and a strong sense of fairness. Committed to excellent service and concern for citizens.

The Police Chief shall function with a high degree of independence. He/she shall utilize sound professional judgment, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for his/her functional area. The Police Chief shall be committed to the mission, vision and values of the City and demonstrate ethical conduct, community stewardship, individual initiative and responsive service. The Police Chief shall demonstrate effective performance through clear, concise communication; collaboration; proper allocation and utilization of resources; sound decision-making; personal accountability; and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Minimum Qualifications:

Demonstrated, comprehensive working knowledge of current operational principles and practices of modern police administration. Must possess Ohio State Police Academy certification. Requires minimum often (10) years experience as a police officer, including at least five (5) years progressively responsible experience in supervision and management at the sergeant rank or higher. Requires a Bachelor's degree in law enforcement, police administration or related field or an equivalent combination of education and experience which provides the skills and abilities necessary to perform the job. Additional specialized advanced training, such as the FBI National Academy, is highly desirable.

Prefer experience with multi-racial, multi-cultural urban communities and modern components of urban crime, such as illicit drug trade and gang behavior. Ability to be patient and firm in managing the department, services to the public and community disputes; not reluctant to make decisions. Demonstrated experience in shaping police services that provide equal treatment and protection, and sensitivity to all sectors of a community regardless of culture, race or appearance. Willingness to pursue additional racial and gender diversity to produce a more representative department. Strong oral, written, public presentation and interpersonal skills required. The successful applicant must pass a background investigation, medical, psychological and drug screening, CVSA or polygraph, and be a US citizen. *An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.*

Supervision Received

Works under the supervision of the City Manager.

Supervision Exercised:

Supervises all full- and part-time departmental personnel, including employees in the position of lieutenant, sergeant, patrol officer, auxiliary officer, dispatcher, administrative assistant/coordinator, clerical, as well as civilian volunteers, including Explorer Post.

Primary Job Duties: *(Essential functions are identified by an “*”; percentages indicated estimated amount of time spent on each duty area and may include ranges to accommodate variations in assignments)*

Administrative (80%)

- Directs the planning, organization and coordination of crime prevention and law enforcement activities including patrol, traffic, investigations, juvenile, records, identification, clerical and other activities of the police department.*
- Develops and implements overall departmental policies and standards of operations, programs, procedures and regulations.*
- Responsible for preparing and presenting reports to the City Manager and City Council, including reviewing agenda material with the City Manager and attending City Council meetings, public hearings, and related proceedings to represent the Police Department on departmental activities, major developments, and crime and safety trends.*
- Coordinates Police Department programs, services, and administrative matters with the City Manager, including attending meetings with administrative staff and keeping the City Manager informed of key needs, issues, and support requirements.*
- Explore joint cooperative programming with neighboring jurisdictions, including shared resources and joint deployment of personnel and equipment as needed.*
- Ensure the equal treatment and protection of all citizens under the law and respect for all individuals coming in contact with a member of the police department.*
- Attends and participates in public functions with schools, churches, civic groups, outside agencies and others for the purpose of promoting crime prevention, law enforcement and establishing

favorable public relations. Set a personal and departmental positive example for children and young adults.

- Directs the maintenance and care of the jail facilities; ensures appropriate treatment and the protection of the legal rights of detainees.
- Develops the annual budget for the department based on an analysis of projected needs and resources; monitors expenditures under the current budget.*
- Directs the maintenance and security of all records and materials associated with department, including evidence collected for criminal investigations.*
- Works closely with Oberlin College Security Chief and security force to provide coordinated law enforcement and safety services to Oberlin College students both on and off campus.
- Maintains relationships with professional associations and other agencies, boards, commissions, committees and organizations to further departmental objectives.
- Administers and assists in the negotiation of formal agreements with police collective bargaining units. Processes grievances and other employee relations matters.*
- Administers community-oriented policing program, including neighborhood watch and problem solving, community relations and collaboration with non-police agencies.
- Monitors compliance with State Civil Service requirements, including advising the Civil Service Commission on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues.
- Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues.

Operations/Law Enforcement & Investigations (10%)

- Responsible for enforcing all criminal and traffic laws of the City and State, including identifying, apprehending and assisting in the successful prosecution of offenders. Frequent interaction with courts, judges and prosecutors.*
- Advises and assists subordinates in complex criminal or other investigations; assumes direct command of forces in emergency situations or major law enforcement operations.*
- Initiates internal investigations when appropriate and directs corrective action as needed.*
- Assesses community crime prevention and traffic safety needs; investigates new methods, technologies, laws and programs to improve current levels of service.
- Develops and implements short and long-range goals for the department; establishes priorities for the improvement of law enforcement services.*

Supervision (10%)

- Responsible for continuous assessing and training of police officers and other personnel.*
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.*
- Oversees establishment, planning, and supervision of the police training and staff evaluation programs including supervising, scheduling, training, directing, counseling, disciplining and evaluating subordinates (ensuring consistency, quality and timeliness of the performance reviews for which they are responsible).*
- Assists with all major employment actions, including recruiting, hiring, transfer, evaluation, promotion, appointment, termination, discipline and recognition of personnel.*
- Diligently inquires into all complaints of employee misconduct in the performance of duty, directs investigations and administers or recommends to City Manager disciplinary measures to be taken in accordance with City personnel policies.*
- Perform other related duties as assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Knowledge of Public Safety and Security: rules and regulations for the protection of people, data, and property, including the use of weapons and force.
- Knowledge of Law and Government: laws, penal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of English Language: the structure and content of the English language, including the meaning of words and grammar.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations: maintain current knowledge.
- Ability to use oral expression to communicate information and ideas in speaking so others will understand: oral expression.
- Ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together: inductive reasoning.
- Ability to apply general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together: deductive reasoning.
- Ability to communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats: written expression.
- Ability to use oral language, social perceptiveness, and reasoning skills simultaneously to conduct effective interviews.
- Ability to tell when something is wrong or is likely to go wrong: problem sensitivity.
- Ability to listen to and understand information and ideas presented through spoken words and sentences: oral comprehension.
- Ability to identify and understand the speech of another person: speech recognition.
- Ability to pass a medical physical and psychological examination and drug screen.

Licenses and/or Certifications:

- Current Ohio Peace Officers certification
- LEADS certification; any and all State of Ohio required licenses and certifications
- Valid Ohio driver's license

Work Environment:

Maintain effective audio-visual discrimination and perception needed for:

- É Making observations
- É Reading and writing
- É Operating assigned equipment
- É Assessing the situation at an incident scene
- É Communicating with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- É Running, walking, crouching or crawling during emergency operations
- É Moving equipment and injured/deceased persons
- É Climbing stairs/ladders
- É Performing life-saving and rescue procedures

Effectively deal with personal danger which may include exposure to:

- É Confined or high work places
- Violent or hostile subjects
- É Dangerous animals
- É Extremely loud noises
- É Hazards of emergency driving
- É Hazards associated with traffic control and working in and near traffic
- É Natural and man-made disasters

Material and Equipment Used:

Motor Vehicle	Computer	Protective and Safety Equipment
Communications Equipment	Firearms	Office and Technology Equipment

Work Situation Factors:

Position requires competing demands; may require occasional work beyond normal business hours.
SAFETY SENSITIVE POSITIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.

Employee Signature/Date

Supervisor Signature/Date

Human Resources Signature/Date

Law Director Signature/Date

Appointing Authority Signature/Date

Reviewed by Civil Service Com. N/A
Reviewed by City Council: 4/6/2015