

VILLAGE OF WESTFIELD CENTER POLICE DEPARTMENT

• CHIEF OF POLICE JOB DESCRIPTION

General Statement of Duties

The Police Chief plans, directs, manages and oversees the activities and operations of the Village of Westfield Center Police Department and is responsible for the overall protection of lives and property in the Village of Westfield Center. The Police Chief shall operate under the general rules and regulations of the Village of Westfield Center and shall provide highly responsible administrative support to the Village Mayor and Village Council.

Supervision Received

The Chief of Police shall be responsible to the Village Mayor.

Supervision Exercised

The Chief of Police exercises supervision over all officers, and other personnel in the police department. Supervision may be directly or indirectly exercised.

Essential Duties and Responsibilities

The Chief of Police has the authority to assign members of the police department has control over the day-to-day operations of the Westfield Center Police Department.

The day-to-day operations may include but are not limited to:

- Plans, coordinates, supervises and evaluates police department operations.
- Develops policies and procedures for the police department in order to implement directives from the Village Mayor and/or Village Council.
- Plans and implements a law enforcement program for the Village of Westfield Center in order to carry out the policies and goals of the Village Mayor and/or Village Council.
- Reviews police department performance and effectiveness; formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shift or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates criminal cases to assess trends, similarities or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the police department; assists the Village of Westfield Center with the implementation of the police department's budget; plans for and reviews specifications for new or replaced equipment.

- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Trains and develops police department personnel.
- Handles grievances, maintains police department discipline and general behavior of assigned personnel.
- Prepares and submits periodic reports to the Village Mayor and/or Village Council regarding the police department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the police department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the Village of Westfield Center Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers where activities of the police department are involved.
- Ensures laws and ordinances are enforced and the public peace and safety is maintained.
- Directs investigation of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.
- Performs other 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, and leadership techniques.
- Knowledge of public safety and security: Rules and regulations for the protection of people, and property, including the use of weapons and force.
- Knowledge of law and government: Laws, penal codes, court procedures, precedents, government regulations, executive orders, police department 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.
- Ability to use oral expression to communicate information and ideas in speaking so others will understand.
- 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.
- 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.

- Ability to communicate information and ideas in writing so others will understand, including completing reports according to pre-set formats.
- 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.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to identify and understand the speech of another person.
- Must submit to a medical physical, psychological examination and drug screening.

The physical demands needed for this position must meet the needs of a police officer and will be supported by a medical examination if requested.

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

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

Effectively deal with personal danger which may include exposure to:

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

Desired Minimum Qualifications

Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field.

Five (5) years of experience, of which three (3) must have been equivalent to a police sergeant or higher; supervisory experience highly recommended. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, village ordinances and department rules and regulations.

Ability to train and supervise subordinate personnel, to perform work requiring good physical conditioning, to communicate effectively both orally and in writing, to establish and maintain effective working relationships with subordinates, peers and supervisors, to exercise sound judgement in evaluating situations and in making decisions and to give verbal and written instructions.

The appointing authority may consider an equivalent combination of experience and education.

Mandatory Qualifications

Completion of the Ohio Basic Police Officer Training Academy (OPOTA) and compliancy on OPOTA Statutory and currently certified in law enforcement as required by the Ohio Peace Officers Training Commission

A valid state driver's license without record of suspension or revocation in any state and complies with the Village of Westfield Center Driving Policy.

No serious misdemeanors or felony convictions or admissions.

The position requires 24 hours availability and the ability to respond to police related incidents within one (1) hour.

Selection Guidelines

Formal application, education and experience, oral interview and other job related tests may be required.

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.