

JOB DESCRIPTION

Title: Chief of Police

Reports To: Village Mayor

Employment Status: Full-time

GENERAL DESCRIPTION:

Under administrative direction, directs and administers Village law enforcement program; supervises department personnel; patrols Village as necessary; performs administrative functions in department; maintains liaison with Village officials and appropriate outside agencies; and provides communication with the Village Mayor.

ESSENTIAL FUNCTIONS:

- Plans, directs, and administers the Village's law enforcement program. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training and career development; works with employees to correct deficiencies; implements discipline and termination procedures; ensures adherence to the policies, rules, and regulations of the department by all police personnel.
- Plans, organizes, and directs police activities in the functional areas of administration, planning and research, patrols, investigations, traffic, and communications.
- Covers shifts if/when necessary.
- Prepares planning and strategy for police services. Develops operating objectives and budget, work methods and procedures in all areas of departmental services.
- Coordinates police activities with local, state, and federal law enforcement agencies. Represents the Police Department and maintains a positive working relationship with other departments, elected officials, and outside agencies.
- Maintains all departmental files and records; reviews and/or prepares written reports, records, and other documentation.
- Supervises the maintenance of departmental equipment; ensures assigned equipment such as communication systems and departmental vehicles are operating efficiently.
- Prepares requisitions for supplies, materials, and equipment. Prepares and submits all paperwork for department billing and payroll.
- Prepares and submits quarterly audits for OHLEG; ensures state mandated training is completed by all police personnel.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to phone calls and emails.
- Delivers village ordinance violation papers to residents and keeps records/ signs police delivery log.
- Attends and participates in council meetings.
- Maintains appropriate licenses and certificates.

OTHER DUTIES AND RESPONSIBILITIES:

- Works special details (e.g., local school events, parades, festivals, etc.)
- Serves court papers/summons/warrants.
- Attends approved training sessions and seminars.
- Performs other related duties as assigned or required.

Please send resume to sabinaohio.mavor@outlook.com