

**CITY OF SYLVANIA
JOB DESCRIPTION**

Job Title:	CHIEF OF POLICE
Department:	Public Safety
Immediate Supervisor:	Director of Public Safety
Pay Grade:	Salary – Civil Service exempt, unclassified

Under administrative direction of the Director of Public Safety, plans, organizes, and directs the city's comprehensive police services and law enforcement programs, including patrol, traffic enforcement, investigation, animal control and administrative support services; provides professional assistance to city management and coordinates assigned activities with other city departments and outside agencies; fosters cooperative working relationships with citizen groups and other agencies on police matters; performs related work as assigned.

ESSENTIAL RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

1. Plans, organizes, coordinates, and directs all city police functions including patrol, law enforcement, investigation, communications, community and administrative services.
2. Develops and directs implementation of goals, objectives, policies, and procedures for the department.
3. Works closely with the Mayor, Director of Public Safety, City Council, and other city departments.
4. Represents the city and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
5. Prepares and recommends long-range plans for city police service programs; develops specific proposals for action on city needs.
6. Directs the selection, supervision and evaluation of department personnel; participates with Human Resources in personnel matters, including investigating complaints, conducting internal investigations when appropriate, and provides corrective action as appropriate.
7. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
8. Prepares a variety of written, statistical, and financial reports, and prepares and presents agenda items for City Council.
9. In coordination with the Director of Public Safety, oversees the departmental budget and fiscal operations of the department; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies and equipment.
10. Performs a variety of other related duties as assigned.

ABILITIES

1. Plan, organize, administer, coordinate and evaluate a comprehensive police services program.
2. Select, motivate and evaluate staff and provide for their training and professional development.
3. Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
4. Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and city staff.
5. Plan, communicate and provide direction, leadership and a vision for the department and operations standards.

KNOWLEDGE

1. Principles and practices of law enforcement, investigation, patrol, community services, and related police services.
2. Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.
3. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.
4. Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies.
5. Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Education:

Bachelor degree from a four year college or university with major coursework in criminal justice, law enforcement, social science, public administration or a closely related field. (Master's Degree preferred)

Experience:

Eight (8) years of progressively responsible police management experience, including four (4) years in a command position.

License and Certification:

Possession of an Ohio Police Officer Training Academy Certificate

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

The City of Sylvania is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or status as an individual with a disability.