

RESOLUTION NO. 38-2016

Amending the Position Description for Police Chief.

WHEREAS, City Council wishes to amend the position description for the position of Police Chief; and,

WHEREAS, it is necessary to amend the position description for the position of Police Chief to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the position of Police Chief (Class Specification No.122) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted September 6, 2016

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> POLICE CHIEF	<b>CLASS:</b> 122
Department: Safety	Title Originated:
Date: September 6, 2016	Title Revised:
Reports To: City Manager/Safety Director	Updated: 2016

### **General Statement of Duties**

The Police Chief leads and directs the Worthington Division of Police. It is a highly responsible managerial position which administers all police functions including the protection of life and property, apprehension of criminals, community relations, and enforcement of local ordinances and state and federal laws and regulations. Work involves budgets, public and media relations, managing facilities and equipment, and establishing policies, procedures and general orders.

The Police Chief also serves as liaison with the community and community groups and other law enforcement agencies.

### **Essential Functions of the Position:**

Plans, directs, manages, and evaluates the effectiveness of all divisional functions and operations.

Formulates and enforces Division rules, regulations, work methods and procedures.

Makes all personnel assignments within the Division.

Delegates the appropriate levels of responsibility and authority to supervisory personnel.

Makes recommendations to the City Manager for the appointment, promotion, suspension or dismissal of officers.

Works with Division staff, the City Manager and other Department and Division Directors on various personnel matters including evaluations, backgrounds, bargaining, investigation of complaints and, when necessary, internal investigations.

Enforces disciplinary measures when necessary.

Ensures that recruits and regular officers receive adequate training in police methods and procedures.

Directs the investigation of major criminal incidents.

Cooperates with city, state, county and federal officers in the apprehension of wanted persons and in the prevention of criminal activities and/or enterprises.

Prepares the annual budget estimates and controls expenditures of all Division funds.

Works with a variety of community groups to keep the community advised of law enforcement-related issues and solicit their input.

Researches new methods, technology, laws, procedures, and techniques to strengthen and improve levels of services.

Directs Division correspondence, requisitions supplies and recommends the purchase of necessary equipment.

Actively collaborates and interacts with Department and Division Directors where activities of the Division of Police are involved or needed.

Participates in and attends meetings of Chiefs of Police, law enforcement professional organizations, task forces, and regional, state and federal agencies or associations.

Attends and participates in public functions for the purpose of promoting a community oriented policing philosophy, crime prevention, law enforcement and establishing favorable public relations.

Insures the appropriate correspondence is prepared for the City Manager, community organizations and other county, state and national entities which may be required.

## **Knowledge, Skills and Abilities:**

Comprehensive knowledge of police administration and law enforcement methods, principles, practices and procedures.

Thorough knowledge of all applicable federal and state laws related to law enforcement.

Demonstrated ability to lead and direct the activities of the police function.

General knowledge of municipal government structure and process.

Comprehensive knowledge of supervisory practices and techniques.

Ability to maintain cooperative relationships with other city officials and the general public.

Knowledge of human resource management practices.

Possess excellent written and verbal communication abilities.

Demonstrated ability to prepare and deliver speeches before community groups and organizations.

Ability to exercise sound reasoning and judgment in difficult situations.

Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.

Ability to use desk and laptop computers including word processing, database and spreadsheet software.

Ability to maintain confidentiality in the handling of sensitive events and issues.

### **Minimum Requirements of the Position:**

Possession of a Bachelor's Degree in Criminal Justice, Public Administration or other related field, with a Master's Degree preferred. Progressively responsible law enforcement management experience, with a minimum of three years as a Lieutenant or above in a municipal police department.

Certification from the Ohio Certified Law Enforcement Executive (CLEE) program, the FBI National Academy, Southern Police Institute, Northwestern University School of Police Staff and Command, or other law enforcement executive leadership course of studies is preferred.

Certified as a law enforcement officer by the Ohio Peace Officer's Training Commission

Possession of a valid Ohio driver's license at time of appointment

Must be a United States citizen

Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies and procedures.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 38-2016; Effective September 6, 2016