

# City of Newton Falls

## - Job Description -

### CHIEF OF POLICE

Police Department

#### **NATURE OF WORK:**

A full-time, salaried working supervisor's position, that is appointed by the City Council and works under the direct supervision of the City Manager. A sworn, certified police officer with the sole jurisdiction & control over the Newton Falls Police Dept. & its employees in accordance with the laws of the State of Ohio and the department's rules & regulations. Responsible for efficiently managing the department & its resources, preventing crime, patrolling the community, enforcing all applicable federal, state & local statutes, protecting & serving residents, taxpayers, & visitors, assuring law & order, protecting life & property, and special assignments.

#### **EXAMPLES OF WORK:**

- ❖ Performs all of the duties & assumes all of the responsibilities of a police officer.
- ❖ Manages all of the resources of the Newton Falls Police Department.
- ❖ Appoints, supervises & disciplines, up to the point of dismissal, all of the police officers and employees under his jurisdiction & control.
- ❖ Assures the establishment, maintenance, & accuracy of a variety of police reports & files.
- ❖ Establishes policies & procedures for the department.
- ❖ Prepares & submits written reports to the Manager and/or Council, as required.
- ❖ Interprets & clarifies orders, laws & ordinances for assigned personnel.
- ❖ Monitors & evaluates the performance of assigned subordinate personnel, the adequacy of assigned vehicles & equipment, the enforcement of departmental rules, regulations & procedures, and the enforcement of federal, state & City laws, statutes, & ordinances.
- ❖ Communicates & exchanges information with other law enforcement agencies.
- ❖ Assures proper record keeping & proper maintenance of assigned vehicles & equipment.
- ❖ Gives directions & responds to inquiries from the general public.
- ❖ Represents the department and/or the City a variety of community functions.
- ❖ Coordinates all of the department's public & community relations activities.
- ❖ Operates a variety of vehicles, communications devices & equipment in the department.
- ❖ Performs such other duties as may be assigned by the Manager.

#### **DESIRABLE SKILLS, KNOWLEDGE, EXPERIENCE & ABILITIES:**

- ❖ Able to identify potential hazards involved with work of this nature, and to take the necessary precautionary measures to prevent accidents.
- ❖ Graduated from an accredited college; 4-year degree in criminal justice or a related field.
- ❖ Excellent communications and public relations skills.
- ❖ Related experience in a similar work environment.

#### **REQUIRED SKILLS, KNOWLEDGE, EXPERIENCE & ABILITIES:**

- ❖ Graduate of an accredited high school and at least 21 years of age.
- ❖ 10 years full time experience with Municipal Police Agency, State Patrol, or Sheriff's Department
- ❖ Previous supervisory experience - 5 years as a Sergeant or Higher Rank Preferred.
- ❖ Currently certified by the State of Ohio and in good standing as a "law enforcement officer".
- ❖ Must meet all applicable requirements, certificates and/or licenses for this position.
- ❖ Qualified in the use of a standard police firearm(s).
- ❖ Knowledgeable and highly skilled in the use of firearms & firearms safety.
- ❖ Proficient with Microsoft Office Word and Excel.
- ❖ Familiar with NIBRS reporting, and Required Reporting to State & Federal Agencies.
- ❖ Attends City Council and Committee meetings as necessary or requested.

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- ❖ Reflects the highest standards of integrity
- ❖ Is punctual & dependable.
- ❖ Displays initiative & organizational skills.
- ❖ Excellent health & physically fit, with proportionate height/weight, & vision corrected to 20/20.
- ❖ Able to perform physically demanding tasks for extended periods of time in frequently challenging & sometimes severe weather conditions.
- ❖ Knowledgeable & proficient in supervising, instructing, & assisting police personnel, establishing & maintaining effective public relations, explaining, enforcing & maintaining the department's records, rules, & regulations, preparing accurate & complete reports, using modern police patrol & surveillance techniques, apprehending, interrogating, & arresting suspects, collecting & protecting evidence, etc.
- ❖ Has never been convicted of a crime, other than a minor traffic violation.
- ❖ Able to understand verbal & written work assignments and takes directions well.
- ❖ Works well with others & works well under pressure.
- ❖ Courteous & professional at all times in dealing with the general public.  
A valid Ohio vehicle operator's license.

Adopted:11-6-00