

VILLAGE OF NEW RICHMOND POSITION DESCRIPTION

Title: Police Chief
Department: Village of New Richmond Police
Supervisor: Mayor
FLSA Status: Exempt
Prepared Date: November 10, 2017

General Purpose: The Police Chief is the Chief Executive Officer of the Police Department and is responsible for the protection of lives and property in the Village of New Richmond through the supervision of all police functions. The Police Chief is a Village employee under the administrative control of the Mayor and serves in accordance with the provisions of the Ohio Revised Code and functions in accordance with general policies established by the Village Council with considerable latitude in the exercise of independent judgment and discretion of the management and operation of the Police Department.

Qualifications: Minimum requirements shall include successful performance as a police officer with a minimum of seven years police service, five years of which shall include supervisory/command experience. Current Ohio Peace Officer Training Academy (OPOTA) certification, a valid Ohio State driver license, specialized training such as the F.R.I. National Academy, Southern Police Institute, Certified Law Enforcement Executive (C.L.E.E.), Police Executive Leadership College (P.E.L.C.) and/or four year degree from an accredited college/university are highly desirable.

Job Description: The duties shall include, but are not limited to the following:

- Promptly execute all lawful directives of the Mayor and Village Council;
- Meet with the Mayor as needed to keep the Mayor fully informed about Department Issues;
- Submit required reports to the Mayor or Village Council within required time periods;
- Shall be responsible for the efficient operation of the New Richmond Police Department;
- Shall be responsible for the planning, organizing and directing activities of the Police Department;
- Shall maintain a harmonious relationship with other segments of the criminal justice system and the public;

- Shall execute service programs responsible for providing:
 - a) Prevention and suppression of crime
 - b) Protection of life and property
 - c) Enforcement of regulatory measures
 - d) Enforcement of Department policies

- Shall be diligent in enforcing the observance of high ethical standards;

- Shall be responsible for the administration of the Department's program for:
 - a) Personnel training
 - b) Improving working conditions for maximum efficiency and morale
 - c) Recognizing outstanding personnel performances
 - d) Advancing the public relations of the Department and promoting public confidence and support
 - e) Improving efficiency and cooperation in all areas of common responsibility

- Shall ensure civil treatment and protection of the rights of all persons within the scope of police authority;

- Shall maintain a high standard of discipline and decorum for all members of the New Richmond Police Department;

- Shall continue to devise policy and procedures which will assure the prompt and efficient attainment of Department goals.