

# CITY OF GROVEPORT

An Equal Opportunity Employer

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## POSITION DESCRIPTION

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<b>Employee Name:</b>		<b>Position Title:</b>	Chief of Police
<b>Class Number:</b>	26617	<b>Class Title:</b>	Chief of Police
<b>Dept./Div.:</b>	Police Department	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Mayor	<b>FLSA Status; Pay:</b>	Exempt
<b>Normal Hours:</b>	To be determined	<b>EEO Status:</b>	01 – Officials/Administrators
<b>DOT (closest applicable number):</b>	375.117-010		

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### QUALIFICATIONS:

Completion of secondary education or equivalent (bachelor's degree preferred); three (3) or more years experience in the rank of command level (lieutenant or above); or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Completion of Ohio Peace Officer Basic Training Course; must successfully complete a firearms qualification program and maintain qualifications under ORC 109.81; prefer certification in FBI National Academy, NSCS, or related academy (specifically Police Executive Leadership College); must possess a valid Ohio driver's license and maintain insurability under the Municipality's vehicle insurance policy.

### EQUIPMENT OPERATED:

Automobile, firearms, handcuffs and other restraint devices, speed measuring devices, fire extinguishers, breath testing devices, department vehicles, pepper spray, computer crime scene equipment, police radio, data communication equipment, drug testing kits, office equipment, personal computer, cellular phone, printer, copy machine, fax machine, and other standard business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; exposed to possible injury from extremely noisy conditions above 85db; exposed to possible injury from unclean or unsanitary conditions; uses or works in proximity to the use of firearms; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; occasionally lifts objects 30 lbs or less; occasionally carries objects 30 lbs or less; occasionally pushes objects 30 lbs or less; occasionally pulls objects 30 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

30% (1) Responsible for daily supervision of all staff assigned (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, receives and adjusts grievances or employee

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised: 5/8/2023

Dublin, Ohio 43016

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complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, assists with the development of policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, has access to financial data used in monitoring department revenue/income, etc.).

- 15% (2) Plans for and directs the operation of the police department including: personnel, budget administration, safety, training, equipment, facilities, services, public relations, policies, and procedures.
- 15% (3) Develops, implements, and administers department goals and objectives (e.g., multi-year, major projects, capital improvements, etc.); effectively communicates goals, objectives, and status to staff.
- 10% (4) Develops and maintains professional competence and awareness through in-service training and professional organization activities, reads professional publications, conducts research and other such activities; attends meetings, conferences, seminars, and other training to achieve and maintain the highest levels of proficiency in law enforcement techniques and procedures.
- 10% (5) Provides law enforcement leadership through monitoring the status of investigations, coordinating enforcement activities, analyzing statistics and patterns, and developing crime prevention strategies.
- 5% (6) Establishes and maintains partnerships with external agencies (e.g., County EMA, Sheriff's Office, etc.); develops and maintains media relations (e.g., local newspapers; TV Stations; local, state-wide, and nation-wide associations; etc.).
- 5% (7) Engages in patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects, etc.
- 5% (8) Attends community meetings or activities and participates in community organizations.
- 5% (9) Contacts council, police chiefs, prosecutors, school officials, general public, Municipal departments, and government agencies in order to obtain or disseminate information related to the essential position functions.
- (10) Maintains required licensures and certification.
- (11) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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(12) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

(13) Performs other related duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** budgeting; purchasing; interviewing; correctional facility security practices, procedures, and equipment; intake procedures; LEADS computer operations; public safety radio dispatching procedures; 911 terminal operating procedures; two-way radio operations; government structure and process; safety practices and procedures; OPOTA certification/licensure requirements; government grant programs; criminal laws and/or regulations; \*municipal goals and objectives; \*municipal policies and procedures; \*personnel rules; \*workplace safety practices and procedures; traffic control; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; security practices and procedures; uniform criminal recording codes; criminal justice; public relations; media relations; community resources and services; rules of evidence; courtroom procedures; criminal procedure; Ohio Revised Code criminal law; office practices and procedures; records management; labor relations; employee training and development; personnel administration; workplace safety; supervisory principles and practices; manpower planning; office management; public administration; business administration; local geographical area.

**Skill in:** computer operation; adding machine or calculator operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; use or operation of police equipment; use of restraint devices.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve municipal problems; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; write instructions and specifications; use proper research methods to gather data; respond to routine inquiries from public and/or officials; conduct effective interviews; communicate effectively; train or instruct others; recognize safety warnings; understand a variety of written and/or verbal communications; maintain records according to established procedures; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; demonstrate physical agility; travel to and gain access to work site; subdue and/or restrain suspects; maintain fitness standards.

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### POSITIONS DIRECTLY SUPERVISED:

Captain, Lieutenant, Sergeant, Patrol Officer, Detective, Reserve Officer

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(Signature of Municipality Representative)

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(Date)

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(Signature of Employee)

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(Date)

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