

CITY OF HURON POSITION ANNOUNCEMENT

Interim Police Chief *Police Department*

The City of Huron, Ohio, is accepting applications for the position of Interim Police Chief. This position reports directly to the City Manager. Person in this position performs a variety of administrative duties with the purpose of ensuring that the city is a safe place to live, work and play by managing and directly overseeing that an effective Police Department is being properly trained to provide emergency and non-emergency Police services to ensure the public peace and safety of the City.

Qualifications:

Desired Minimum:

- Current rank of Lieutenant or higher; and,
- Bachelor's degree from an accredited (US Dept of Education or the Council for Higher Education Accreditation) college or university in criminal justice, law enforcement, public administration or related field; and,
- A minimum of ten (10) years progressively responsible law enforcement experience, with a minimum of four (4) years in a supervisory capacity.

Preferred:

- Master's degree from an accredited college or university in criminal justice, law enforcement, public administrative or related field;
- Specialized training such as the FBI National Academy, PELC, CLEE.

A comparable combination of experience and education may be considered.


Salary is commensurate with qualifications. A completed application will be required for this position. Interested individuals should submit a letter of interest, completed application, resume, with day and evening phone numbers, at least three (3) letters of reference and salary history to:

**Erie Co. Department of Human Resources
Attn: City of Huron Police Chief Search
2900 Columbus Ave, Ste. 210
Sandusky, OH 44870**

Applications and the complete position description can be obtained at the above address and will be sent to all who inquire and can also be obtained from www.cityofhuron.org and www.eriecounty.oh.gov. Final selection process may include assessment center and / or additional oral interview by a selection board and final candidates will undergo a thorough background investigation. Any offer of employment is contingent upon successful passage of a physical and / or psychological examination, polygraph or other examination. Because of the public records law in Ohio, the identity of applicants and applications materials cannot be considered confidential.

***Application Deadline:* Monday, December 19, 2011 at 4:30 p.m.**

City of Huron Division of Police

	Subject:			Policy Number:
	Position Description – Police Chief			TBA
Effective date:	Review date:	Reviewed by	Total Pages:	
December 1, 2011	Biannually	City Manager	- 4 -	

I. PURPOSE

Person in this administrative position is responsible for planning, developing, and directing a complete police administration program. Person in this position has complete internal control over police activities and personnel and exercises discretion over police activities as set forth in Chapter 145 of the Codified Ordinances of the City of Huron and consistent with the goals and objectives of the City Manager.

II. APPLICABILITY

This policy applies to the Chief of the Huron Police Department.

III. NATURE OF WORK

Under the administrative direction and supervision of the City Manager, the Police Chief supervises and directs the activities the Huron Police Division.

The Huron Police Department subscribes to the “Community-Oriented Policing” philosophy and, therefore, the primary focus of the position’s responsibilities involves community service. The nature of this position, within the “Community-Oriented Policing” philosophy, requires the incumbent to take a problem-solving approach to the situations encountered on a day-to-day basis and to interact with residents on a regular basis to address relevant concerns facing their neighborhoods.

The Chief of Police provides guidance and supervision and assumes all accountability regarding assignments to be accomplished and procedures to be followed by the department. Additional guidance is provided by the Policy and Procedure Manual, Inter-Office Communications, Special Orders and memos, City Administrative Orders, and applicable Federal, State and Local Laws.

Work is reviewed through meetings, reports, conferences and performance appraisals. Supervision is exercised over all department Police Officers and Dispatchers of the department.

IV. ESSENTIAL FUNCTIONS OF WORK (MAY NOT INCLUDE ALL DUTIES PERFORMED)

Plans, coordinates, supervises, and evaluates police department operations. Formulates and administers procedures pertaining to the enforcement of rules and regulations for the operation of the Police Division.

Must be able to perform all essential work duties and tasks assigned to a police officer.

Develops policies and procedures for the Department in order to implement directives from the City Manager.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City management and the City Council.

Reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies and ensure successful service delivery.

Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.

Assures that personnel are assigned to shifts or working units in order to provide optimum effectiveness of current situations and circumstances governing deployment.

Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases.

Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the budget; plans for and reviews specifications for the replacement of equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of department operations.

Trains and develops department personnel; Serves as supervisor and controls assignments of all communications personnel.

Responsible for the administration of the collective bargaining agreement for collective bargaining personnel; Receives and responds to grievances, assists with negotiations, pre-disciplinary hearings and other administrative or procedural hearings and meetings.

Determines appropriate staffing levels and recruits qualified individuals for necessary staffing levels; Recommends employment decisions, including hiring, promotion, demotion, discipline and termination, to appointing authority.

Prepares and submits periodic reports to the City Manager regarding department activities; prepares a variety of reports and records as appropriate or requested.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public regarding all aspects of the department's activities and to positively promote the City of Huron and the public safety division.

Attends conferences and / or meetings to maintain knowledge of current law enforcement trends; represents the City of Huron in a variety of local, county, state, and other meetings.

Cooperates with county, State and Federal law enforcement officers as requested or as appropriate when activities of the department are involved; participates in mutual aid activities as necessary to ensure the public peace and safety of the City of Huron residents.

Ensures enforcement of local, county, State and Federal Law; maintains public peace and safety. Takes appropriate law enforcement action, up to and including the use of deadly force.

Responsible for developing department budget and for the efficient use of available resources, materials, and supplies.

PERIPHERAL DUTIES:

Bailiff for City Municipal Court.

V. DESIRED QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in political science, law enforcement, criminal justice, public policy or closely related field; and,
- (B) Ten (10) years progressively responsible law enforcement experience of which the last five (5) have been at the rank of lieutenant or higher; and,
- (C) An equivalent combination of education and experience.

Preferred Education and Experience:

- (A) Master's degree in criminal justice, law enforcement, public policy, or closely related field.
- (B) Completion of the FBI National Academy, PELC, or CLEE .

Necessary Knowledge, Skills, and Abilities:

- A. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment;
- B. Considerable knowledge of applicable laws, ordinances and department rules and regulations;
- C. General knowledge of principles, processes, practices, and methods related to "Community Oriented Policing".
- D. Skill in the use of listed tools and equipment;
- E. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition;
- F. Ability to effectively communicate both verbally and in writing;
- G. Ability to establish and maintain effective working relationships with subordinates, peers, City management team, elected officials and the general public.
- H. Ability to exercise sound independent judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions;
- I. Ability to lead, direct and motivate officers and other personnel in the day-to-day operations of the department;
- J. Ability to meet special requirements below:
 - a. Valid Ohio State driver's license with no record of revocation or suspension in any state;
 - b. Ability to meet department physical agility standards;
 - c. Current and valid certification in basic law enforcement training;
 - d. Current and valid OPOTA firearms certification, including taser.

VI. PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

While performing the duties of this job, the employee is frequently required to use arms, hands and fingers to operate and manipulate equipment generally found in an office setting. The employee may be frequently required to walk, sit, stand, talk, and hear. The employee may occasionally be required to run, stop and start suddenly and without hesitation, and interact with individuals who may or may not become combative, including situations involving the use of force.

The employee must frequently lift and/or move up to twenty-five (25) pounds and occasionally lift and/or move more than fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Mental demands include occasional varied degrees of occasional stress while performing job duties.

Ability to use authorized firearms, handcuffs, baton, taser, flashlight, spotlights, police radio, radar units, and other regular and special police equipment in an appropriate, safe, and effective manner.

VII. OTHER REQUIREMENTS

Must have held the rank of Lieutenant; ten (10) years of progressively responsible law enforcement experience with the last four (4) in a supervisory capacity.

Possession of a valid Ohio Peace Officer Certification as issued by the Ohio Peace Officer Training Commission.

Possession of a valid Ohio Driver's License at time of appointment with a clean motor vehicle record.

Must be a United States citizen.

Background must be free of prior felony convictions.

Successful completion of all phases of the Selection Process prior to appointment.

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