

## **JOB DESCRIPTION**

### **MADISON VILLAGE POLICE CHIEF**

#### **CLASSIFICATION:**

Full-time, classified, exempt, administrative

#### **DEPARTMENT:**

Police Department

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

This is a highly responsible professional and administrative position in which the work includes planning, organizing and directing the activities of the Madison Village Police Department. Work involves the responsibility for planning, organizing, and directing the efficient operation of the Madison Village Police Department, assuring that laws and ordinances are enforced, that criminal offenders are identified and apprehended, that measures are implemented to prevent crimes and to protect lives and property. The work also involved determining overall plans and policies to be followed in conducting police operations. Supervision is exercised over all employees of the Department. Work is performed under the administrative direction of the Mayor or in his absence, the Mayor's designee.

#### **DUTIES:**

- Plans, organizes, and directs the programs and activities of the Madison Village Police Department in the preservation of order, protection of life and property, and the enforcement of laws, codes, and ordinances. Reviews complaint and accident reports; determines data requirements, records, and reports needed for management of the department. Submits reports to the Mayor, Village Administrator, Safety Committee and Council.
- Reviews and recommends modifications of codes, regulations, and ordinances and advises the Mayor and Council on pending legislation and the impact on the Madison Village Police Department.
- Supervises directly, or through subordinate supervisors, a staff of law enforcement and civilian employees; establishes and enforces rules and regulations; recommends the appointment, promotion, suspension and dismissal of personnel; prepares performance evaluation reports; determines training requirements and implements programs. Responsible for maintaining the personnel records (which are on file with the Village Fiscal Officer) of all Police Department employees to include commendations, disciplinary investigations, disciplinary actions, employee evaluations, and other records made during the course of an employee's employment.

- Develops and maintains the monthly department work schedule, assign work activities, monitor work flow, and review, evaluate, and record work results and programs. Submits a monthly report for the first Council meeting of the month.
- Develops, implements, and revises departmental rules, procedures and policies, and maintains the Madison Village Police Department Handbook. This handbook should be maintained in conjunction with the Madison Village Administrative Handbook.
- Directs and participates in the development, implementation and monitoring of annual departmental budget; prepares reports and recommendations concerning proposed village activities and their budgetary and/or staffing impact on the Village and the Police Department. Controls expenditures of appropriations, determines personnel, equipment, facility, materials and supply needs and recommends purchases in accordance with the Madison Village Purchase Order Policy.
- Advises and assists subordinates in complex criminal or other investigations; assumes direct command of personnel in emergency situations or major law enforcement operations.
- Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and with other departments where activities of the Madison Village Police Department are involved.
- Participates on a variety of boards, commissions, and committees; attend meetings of county, regional, state, federal and international law enforcement associations; obtains information and cooperation on law enforcement issues. Establish and maintain cooperative working relationships with other local, county, and state law enforcement officials and with other public officials.
- Assesses community crime prevention and traffic safety needs; investigates new methods, technologies, laws and programs to strengthen and improve current levels of service; recommends new or revised programs and activities. Promotes Neighborhood Watch for the community.
- Attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and establishing favorable public relations; directs the investigation and/or responds to major citizen complaints.
- Serves as an Internal Affairs Officer investigating and reporting complaints against personnel of the Madison Village Police Department.
- Directs the maintenance of criminal and operational records; prepares a variety of regular and special reports.

- Represents the Police Department before Village Council and other governmental bodies. Research, prepare, and present technical, administrative, special studies, and other reports concerning the Madison Village Police Department programs and activities.
- Represents the Madison Village Police Department before various community groups, develop and implement the department's community relation efforts in an effective and efficient manner with special emphasis toward improving police community relations within the Village of Madison.
- Confers with the Village Solicitor and other attorneys concerning the prosecution of criminal complaints and civil litigation. May testify in court and/or before legislative bodies.
- Build and maintain positive working relationships with co-workers, other Village employees, and the public using the principles of good customer service.
- Perform the full range of duties assigned to sworn staff as required.
- Supervises the use and care of the equipment used by the Madison Village's Police Department.
- Performs related duties as assigned.
- The Madison Village Police Chief shall work all hours necessary to properly perform the duties of his position, without additional compensation for overtime work. The Police Chief shall attend all meetings as directed by the Mayor. The Police Chief shall notify the Mayor or, in his absence, the President Pro-Tem in advance, if the Chief is not going to be on duty during normal Village Hall hours from 8:00am to 4:30pm Monday through Friday as expected.

#### **MINIMUM QUALIFICATIONS:**

Graduate from an accredited college or university with an associate's degree (or higher) in police service, law enforcement, criminal justice, public administration or closely related field.

Completion of the basic law enforcement academy or equivalent.

A minimum of ten (10) years experience as a police officer, with preferably at least five (5) of those years serving in a supervisory position.

A thorough experience in police operations and administration as a police officer and as a supervisory officer; or any equivalent combination of training and experience, which provides the following knowledge, abilities, and skills

A thorough knowledge of the principles and practices of modern police administration and police methods.

A thorough knowledge of the standards by which the quality of police service is evaluated; the use of police records and their application to police administration.

A thorough knowledge of the principles and methods of organization, management and supervision.

A thorough knowledge of department rules and regulations and of applicable federal, state, and local laws and ordinances.

A thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police work.

Knowledge of the principles of municipal management, administration and policy development.

Knowledge of budgeting and fiscal management as it relates to the operations of municipal law enforcement agency.

Knowledge of techniques used to motivate subordinate personnel, maintain high employee morale and promote teamwork.

Knowledge of the principles of supervision to interview, direct train and evaluate of subordinates.

Knowledge of grant and funding sources for law enforcement agencies.

The ability to plan, organize, and direct the work of employees performing varied operations connected with police activities.

The ability to establish and maintain effective working relationships with public officials, local, county, state and federal authorities, civic leaders, and the public.

The ability to prepare and present effectively, oral and written informative material relating to the activities of the Madison Village Police Department.

The ability to assess and resolve employee relations problems.

The ability to establish and maintain effective and cooperative relations with the community.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid Ohio driver's license and an acceptable driving record.

Certified as a Peace Officer by the Ohio Peace Officer's Training Council or the ability to be certified.

Be an active member in various Police organizations.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and see. The employee is occasionally required to stand, walk, or run; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, climb, kick, or balance, stoop, kneel, crouch, bend, turn, or crawl, push, or pull objects and/or people; drive at high speeds, taste and smell.

The employee must possess sufficient manual dexterity to operate the following: a patrol car, car radio, handguns and other weapons as required, handcuffs. Use a bullet proof vest, baton, ticket book, dash cam, personal computer, stun gun, police chemical sprays, and breathalyzer.

The employee must occasionally lift or move more than 100 pounds. Specific vision abilities for this job include close vision, distance vision, peripheral vision, depth perception, night vision, and the ability to focus.