

RESOLUTION R-2010-28

A RESOLUTION ESTABLISHING A JOB DESCRIPTION FOR THE CHIEF OF POLICE FOR THE WINDHAM POLICE DEPARTMENT AND DECLARING AN EMERGENCY

WHEREAS, the Chief of Police for the Village of Windham recently retired; and

WHEREAS, the Council of the Village of Windham has determined that the most effective way to advertise for a new police chief is to first establish a job description for the chief of police; and

WHEREAS, the Safety, Personnel and Rules Committee has recommended a job description to the Council of the Village of Windham for approval.

NOW THEREFORE BE IT RESOLVED, by the Council of the Village of Windham, Portage County, Ohio, two thirds (2/3rds) or more of the members thereto concurring that:

SECTION 1: The recommendation of the Safety, Personnel and Rules committee is hereby accepted.

SECTION 2: The job description for the Chief of Police as is set forth in the attached Exhibit "A", is hereby designated as the job description for the Chief of Police for the Village of Windham Police Department.

SECTION 3: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council and that all deliberations of the Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements including §121.22 of the Revised Code of the State of Ohio.

SECTION 4: This Resolution is declared to be an emergency measure becoming immediately effective upon passage by Council and approval by the Mayor, for the reason that there is at present a vacancy in the position of the Chief of Police of the Village of Windham, and it is essential in order to maintain the health, safety and general welfare of the community of the Village of Windham to establish a job description for the Chief of Police so as to attract suitable candidates as soon as possible.

Passed in council as an emergency on June 24, 2010

Vote of Council: Ayes: Mrs. Meszaros, Mr. Garrett, Mrs. Rininger, Mrs. Barrett, Mrs. Miranda

Nays: Mr. Snyder

ATTEST:

APPROVED:

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Fiscal Officer, Lloyd Billman

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Mayor Robert Donham, II

Approved as to form:

Resolution R-2010-28 Exhibit A

<b>Job Title:</b>	Chief of Police	<b>Job Category:</b>	Supervisory/Department Head
<b>Department/Group:</b>	Police Department	<b>Position Type:</b>	Full Time
<b>Location:</b>	Windham, Ohio	<b>Date posted:</b>	June 24, 2010
<b>Level/Salary Range:</b>		<b>Posting Expires:</b>	July 26, 2010
	Depending on Qualifications		
<b>Applications Accepted By:</b>			
<b>Fax:</b> (330) 326- 2645 Subject Line: Chief of Police <b>Attention:</b> Office of Mayor/Council President		<b>Mail:</b> Office of Mayor/Council President Village of Windham RE: Chief of Police Position 9621 East Center Street Windham, Ohio 44288	
<b>Position Summary</b>			
<p>Under the direction of the Mayor and Village Council, as appropriate, the Chief of Police is to direct, plan, and manage all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. The Chief of Police responsibilities are to oversee and direct all activities of the Police Department which includes the strategic planning for use of resources, coordinates the activities of the department with other local departments and agencies, and ensures the services provided are of the highest quality. The Chief of Police reports to and consults with the Mayor and Village Council, as appropriate, in determining plans and procedures to be observed in police operations. Except for general administrative direction, the incumbent works independently with performance evaluated on the results achieved.</p>			
<b>Role and Responsibilities</b>			
<p>The following is an outline of the basic duties and responsibilities of the above titled position. It describes the duties and responsibilities in the broad scope, and is not intended to be all-inclusive, and does not constitute a contract of employment. Primary, secondary, and tertiary duties are listed by role but this position may from time-to-time be assigned other duties as appropriate.</p>			

- The Village of Windham, Ohio will be the primary place of employment;
- Plans and directs the implementation of the department's short and long term goals, objectives, and strategies;
- Develop and implement procedures and work standards for the department;
- Writes reports on departmental activities and supervises others in the preparation of reports to be distributed and/or presented to the Mayor and Village Council, as appropriate;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements procedural and operational changes as required; and complies with all federal, state and local laws and regulations relating to the activities of the department;
- Directs the investigation of major crimes in coordination with other agencies; assists the Village Solicitor, County Prosecutor and District Attorney in the preparation of cases;
- Represents the Police Department in all significant public relation matters; maintains positive contact and effective relationships with employees, Village officials, other law enforcement agencies and the general public;
- Proactively addresses employee job related conduct by maintaining discipline and respect of employees with the ability to lead and command a multidisciplinary staff in law enforcement and crime prevention activities; must possess the ability to establish and maintain harmonious and effective working relationships with employees, department officers, other Village officials and the general public;
- Must possess the ability to deal with a variety of individuals from various socio-economic, cultural and ethnic backgrounds
- Responsible for scheduling and shift coverage; monitors staffing to ensure coverage on all shifts, serves in the capacity of a patrolmen approximately 20% of the time. The Chief of Police patrolman duties should be allocated among each of the department's shifts;
- Knowledge of administrative principles and practices, including budget preparation, grant writing, goal setting, program development and implementation; evaluation and supervision of staff, either directly or through subordinate levels of supervision;
- Knowledge of basic principles of local government organization and public administration; training in criminal laws, codes, ordinances and court interpretations – including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

**Qualifications and Education Requirements**

A high school diploma or GED, Ohio Peace Officer Training Certificate, NIMS certification (or completed within 6 months of hire), must possess the equivalent combination of education and experience sufficient to successfully perform the essential duties of the position; a valid driver's license with a satisfactory driving record; current CPR/First Aid and Firearms certification.

**Preferred Skills**

Ten years experience in a municipal or military police force. Coursework in criminal justice, police science, public administration, supervisory education or a related field.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	