

**BOARDMAN TOWNSHIP**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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<b>Position Title:</b>	Police Chief	<b>Name of Incumbent:</b>	
<b>Office/Division:</b>	Police	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Township Administrator	<b>FLSA Status:</b>	Exempt

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**QUALIFICATIONS (An Example of Acceptable Qualifications):**

Bachelor's Degree in criminal justice, public administration or related field (or equivalent job experience) and a minimum of ten (10) years prior law enforcement experience, with at least five (5) years at rank of sergeant or higher in similar sized department; must be able to qualify for and remain insurable under the Township's vehicle insurance policy. Master's degree in criminal justice or related field, and attendance at FBI National Academy or Ohio Police Executive Leadership College are preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must possess a State of Ohio driver's license; must successfully obtain State of Ohio Peace Officer Certification; must maintain certification in firearms proficiency; other certifications or licensure requirements as determined by the Township Administrator and Township Trustees.

**EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:**

Patrol vehicles (cars, large SUVs, and truck sized vehicles); police radio, firearm, handcuffs, self defense weapons (i.e., baton, OC spray, Taser, and other less than lethal tools); portable radio, computer, telephone, cell phone, camera, video camera, radar unit, unlock tool kit, BAC intoxication detector, fingerprint kit; copier, printer, fax machine, scanner, or other office equipment; hand tools (i.e., pry bars, sledge hammers, battering rams, bolt cutters); fire extinguishers.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

Ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury from extremely noisy conditions above 85db; uses or works in the proximity of the use of firearms; works in and around crowds; has exposure to potentially vicious animals; has exposure to life threatening situations; has contact with potentially violent or emotionally distraught persons; has exposure to extreme hot, cold, wet, humid, or windy weather conditions; has 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.

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

1. Plans for, and directs the overall operation of the police department (e.g. personnel, budget development and administration, safety, training, equipment, facilities, services, public relations, policies, and procedures); provides law enforcement leadership through monitoring the status of investigations, coordinating enforcement activities, analyzing statistics and patterns, and developing crime prevention strategies; determines mission and goals of department; formulates strategies, tactics, policies, procedures and methods of operation required to achieve department goals/mission.
2. Responsible for supervision of all departmental personnel/staff (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 complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements 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.).
3. Serves as lead member of Police Department's management team in developing strategies, policies, and procedures (e.g., implements tactics, procedures, and new methods of operation to improve services of division and police department; observes operations, conditions facilities, equipment and technology to evaluate effectiveness of department and makes recommendations).
4. Directs and controls departmental training of personnel (e.g., recommends in-service training for department members; provides for initial orientation and other training to officers; ensures that subordinate personnel receive updates on changes in law, policies or procedures).
5. Prepares departmental annual budget for submission and approval of Township Trustees; administers annual budget; enters into contracts as authorized by Trustees and Township Administrator; approves expenditures in accordance with law and township policy; reviews bills and invoices prior to submission to Township Clerk for payment; applies for grant and funding opportunities; ensures grants are administered in accordance with guidelines.
6. Serves as department liaison to Trustees and Township Administrator; keeps Trustees/Administrator updated/informed on events/situations affecting public relations; attends regular and special meetings of Board; meets with Administrator and department heads to conduct township business; represents department at civic or other functions and with other governmental agencies (e.g. participates in crime prevention activities; establishes effective working relationships with citizens and community organizations; provides information to the public concerning law enforcement

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Date Adopted: \_\_\_\_\_  
Date Revised: \_\_\_\_\_

**Developed by:**  
Clemans Nelson & Associates, Inc.

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procedures and activities; provides information to citizens concerning crime prevention procedures and practices; refers citizens to appropriate social service agencies for non-law enforcement services; serves on boards and committees).

7. Ensures all property in possession of Department is stored properly and safely, accurately recorded/documented and properly disposed of.
8. Serves as liaison to courts, prosecutor, corrections facilities, as well as other federal, state and local law enforcement agencies.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other related duties as assigned.

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

**Knowledge of:** calculate fractions, decimals, and percentages; organizational goals and objectives;\* Township policies and procedures;\* personnel practices; employee training and development; Fair Labor Standards Act; delegation/supervision; manpower planning; criminology; investigation techniques; arrest procedures; modern law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; forensic science; geographic layout of jurisdiction;\* jail operation;\* prisoner care;\* law enforcement equipment and weapons; surveillance techniques; security practices and procedures; safety practices and procedures; communication techniques; L.E.A.D.S. computer operations; public safety radio dispatching procedures; inventory control; records preparation and management.

**Skill in:** operating/utilizing law enforcement equipment; operating/utilizing investigative tools and instruments; operating a motor vehicle; use of firearms as instructed by state (OPOTA) or division; computer operation.

**Ability to:** carry out simple instructions; 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 principles to solve practical, everyday problems; exercise independent judgment; understand, interpret, and apply laws, rules, or regulations to specific situations; explain application of laws, rules, regulations, policies, standards, procedures to others; complete routine forms and prepare accurate documentation/reports; communicate effectively; understand a variety of written and verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working

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relationships and deal effectively with others; work under stressful conditions and maintain composure; demonstrate physical endurance; demonstrate manual dexterity; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:**

Administrative Staff Assistant  
Patrol Captain  
Special Operations Captain

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (*employee*) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
**(Approval of Appointing Authority)**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Employee Signature)**

\_\_\_\_\_  
**(Date)**

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