

POSITION DESCRIPTION
VILLAGE OF WHITEHOUSE
An Equal Opportunity Employer

Job Title: **POLICE CHIEF**

Department: Police Department

Pay Grade: Classification A

Hourly [] Salary [X]

Non-Exempt [] Exempt [X]

Immediate Supervisor: Mayor

Positions Supervised: Sergeants, Police Officers, School Crossing Guards

Summary of Duties: Under the direction of the Mayor and Council, is responsible for directing, monitoring, and planning the operations and personnel of the Police Department.

Typical Duties:

1. Enforces state and village laws and regulations.
2. Oversees the daily operation of the police department.
3. Coordinates and files criminal charges (adult and juvenile).
4. Assigns personnel to and oversees all police investigations
5. Assigns shift schedules
6. Prepares, oversees and maintains computerized Police Records.
7. Plans for the purchase of equipment and supplies in the department under his direction.
8. Recommends capital improvements and major purchases for the police department.
9. Consults with the Administrator on personnel, financial and managerial issues.

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10. Formulates maintenance schedule of vehicles and equipment.
11. Coordinates public service projects, lectures, and programs.
12. Represents the Village at meetings, conferences, seminars and on boards and committees.
13. Other duties as assigned by Council and Mayor.

Qualifications, Education and Experience Required:

This position requires an Ohio Peace Officer's Certificate and a Bachelor's Degree or equivalent experience in Law Enforcement Administration. Experience in criminal investigation, police administration, and the supervision of subordinates is necessary. A good working knowledge of personnel management, public relations, and budgeting is desirable. Any combination of education and experience which meets the minimum requirements of this position will be considered.

The duties and responsibilities which are set forth in this document are described to meet the general requirements of the position and are not an all inclusive list. Therefore, additional duties may be assigned as needed. The Village of Whitehouse is an equal opportunity employer which does not discriminate on the basis of race, creed, color, age, sex, religion or national origin.