Job Description – Deputy Chief of Police

Job Summary
Under the general supervision of the Chief of Police, the Deputy Chief of Police performs a wide variety of tasks related to the effective and efficient operation of the Ottawa Hills Police Department.

The Deputy Chief of Police shall embrace and adhere to the core values of the Village of Ottawa Hills:

- Integrity
- Respect
- Positive Communication
- Teamwork
- Accountability
- Positive Attitude
- Dedication to Service

Essential Functions

- Competent to perform all duties as specified in the Chief of Police Job Description and acts on behalf of the Chief of Police in his/her absence when directed by the Police Chief.

- Assists the Police Chief in directing and coordinating the activities of the police department units under his/her command to ensure effective utilization of personnel, equipment and financial resources to achieve desired levels of service objectives, ensuring the most efficient discharge of the department’s duty preserving the peace, protecting persons and property and obeying and enforcing all criminal laws of the State of Ohio.
  
  - Assists in the development of new techniques to improve the department’s effectiveness in the discharge of primary police obligations.
  
  - Meets with the Police Chief on a regular basis to ensure desired level of service is established and that performance standards for all personnel and divisions are met.
  
  - Provides effective verbal and written communication to the Police Chief regarding police department activities, needs, issues, and programs to ensure these matters are addressed in a timely manner.
  
  - Presents Operational and Budget proposals to the Police Chief by established target dates providing the best utilization of police department resources under his/her command and assists the Police Chief in preparation of the five-year plan to ensure that the police department objectives are met.
  
  - Develops a Quality Improvement Plan for presentation to the Police Chief by December 1, annually, identifying ways to improve the police department, operations, procedures or programs.

- Makes recommendations and assists Police Chief in recruiting, hiring, supervising, and training of subordinates to ensure the following:
Understanding and compliance with the overall policies, performance standards, laws and philosophy of the Village police department, including OSHA and other applicable safety requirements.

Employees’ performance is monitored to assure proper procedure, policy and laws are used to effectively meet the service level objectives.

Coordinates and reviews work schedules to assure proper staffing.

Assists Police Chief to apprise employees of personnel and operational rules and policies.

Maintains current knowledge of Ohio Revised Code sections pertaining to Village Law and Police Department Operations, as well as Fair Labor Standards Act and Family Medical Leave Act regulations to ensure compliance in all areas. Maintains current knowledge of the Village of Ottawa Hills Employee Handbook.

Establishes and maintains an organizational culture that promotes integrity, compassion, and learning and is conducive to productivity to ensure the overall goals and objectives of the Village are met.

Conducts annual performance evaluations of Lieutenants and Sergeants and supervises performance evaluations of other department personnel under his/her command.

Monitors training of department personnel to ensure those department personnel meet or exceed federal, state, local, and Ohio Collaborative mandated training requirements.

- Ensures that the Police Department policies and procedures are current and within the standards and guidelines of the Ohio Collaborative.
- Conducts annual inspection of units under his/her command as outlined in the policy and procedure manual, and prepares written reports as outlined in policy and procedure manual.
- Conducts and documents internal investigations to include findings and recommendations for disciplinary action, where appropriate.
- Able to perform all duties as specified in the Police Officer Job Description

General Functions and Other Duties

- Represents Village and Police Department interests before municipal, county and state agencies, boards and commissions, as needed, to the satisfaction of the Police Chief.
- Ensure that purchasing is carried out in accordance with state, federal and local law, as well as Village procedures and standards.
- Performs assigned tasks to the satisfaction of the Police Chief to ensure accurate, prompt and complete responses.

Core Competencies

- Dealing with Ambiguity: Effectively deals with change, shifts gears comfortably, isn’t upset when responsible for, or participating in, multiple tasks and/or investigations which are in progress and at various stages, acts without perfect or complete information, doesn’t have to finish one task before starting another, comfortably handles risk, uncertainty, and unknown facts.
- Composure: Is cool under pressure, does not become defensive or irritated when times are tough, is considered mature, holds things together during tough times, handles stress, is not knocked off balance by the unexpected, does not show frustration when resisted or blocked, is a settling influence in a crisis.
- Goal-Oriented: Possesses initiative and tenacity to actively influence events rather than passively accepting events as they occur; is a self-starter, works independently and with others to complete necessary/assigned tasks, steadfastly pushes him/herself and others to achieve the desired results in a timely and efficient manner.
• **Interpersonal Savvy:** Relates well to all kinds of people – inside and outside of the Village, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, diffuses even high-tension situations comfortably, shows compassion toward others.

• **Leadership:** Demonstrates and exemplifies personal characteristics of professionalism which will provide a standard of excellence for others in the Village, inspires subordinates to improve, perform and engage in achieving goals, tasks, and assignments, provides information and training necessary to improve and to achieve goals, tasks and assignments, leads by positive example, provides appropriate review and follow-up of subordinates to ensure tasks/assignments are completed properly and in a timely manner, possesses and maintains a professional appearance and demeanor at all times.

• **Organizational Agility:** Knows how organizations work, accomplishes assignments/tasks both through formal channels and informal network, understands the origin and reasoning behind key policies, practices and procedures, understands the culture of different organizations.

• **Organizing:** Marshals resources (people, funding, material, support) to get things accomplished, orchestrates multiple activities at once to accomplish a goal, uses resources effectively and efficiently, arranges information and files in a useful manner.

• **Personnel Development:** Provides teaching, mentoring and motivation to subordinates, provides appropriate and timely positive and negative feedback to subordinates, enforces Village policies, procedures, and regulations in a documented, timely and uniform manner, effectively evaluates the performance of subordinates, to include the preparation of recommendations for improvement, training, and promotion, recommends appropriate discipline and training/retraining of subordinates.

• **Planning:** Accurately discerns the length and difficulty of tasks and projects, sets appropriate objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.

• **Political Savvy:** Maneuvers through complex, political situations effectively and quietly, is sensitive to how people and organizations function, anticipates where the stumbling blocks are and plans his/her approach accordingly, views politics as a necessary part of working for a political subdivision and works to adjusts to that reality.

• **Presentation Skills:** Is effective in a variety of formal presentation settings, including court testimony, one-on-one, small and large groups, with peers, direct reports, and bosses, is effective both inside and outside the Village on both controversial and routine topics, commands attention and manages group process during the presentation, changes tactics midstream when something is not working.

• **Priority Setting:** Spends his/her time and the time of others on what is important and time sensitive, quickly focuses on what is critical and gives appropriate weight and priority to matters that are of lesser importance or trivial, quickly senses what will help or hinder accomplishing a goal, eliminates roadblocks.

• **Service-Oriented:** Is dedicated to meeting the expectations and requirements of Village personnel, residents, and members of the public, gets first-hand information and uses it for improvements in the timely and efficient delivery of services to Village residents, acts with Village residents in mind, establishes and maintains effective relationships with residents and members of the public and gains their trust and respect.

• **Written Communication:** Writes clearly, succinctly, and effectively in a variety of communication settings and styles; communicates message to achieve intended result.

• **Ethical Conduct:** Conducts him/herself in an ethical and legal manner both on and off the job.

**Supervisory Responsibilities**

Directly supervises the lieutenant and sergeants, and oversees supervision of other Police Department employees.
**Required Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty, general duty, and core competency satisfactorily. The requirements listed below are representative of the additional requirements for this position.

- **EDUCATION, TRAINING and/or EXPERIENCE:** At least ten years of law enforcement experience, with at least five years of command and executive level experience. Bachelor’s degree from an accredited college or university. Advanced training in specialized police fields, as well as administrative and management training. Police Executive Leadership College (PELC), Certified Law Enforcement Executive (CLEE), Northwest School of Staff and Command and/or the F.B.I. National Academy preferred.

- **CERTIFICATES, LICENSE, REGISTRATIONS:** Ohio Peace Officer Training Academy (OPOTA) certified. Meet OPOTA yearly firearm standards.

- **REQUIRED KNOWLEDGE, SKILLS AND ABILITY:** Strength in interpersonal skills, leadership, employee motivation, and an advanced knowledge of current law enforcement strategies. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Has experience with the community oriented policing philosophy, labor-management, and grant funding.
  
  - **LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents such as statutes, regulations, case law, safety rules, operating and maintenance instructions, procedure manuals and codes, scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community. Ability to prepare reports, grant applications, correspondence, speeches, presentations, and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or professional associations.

  - **MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to analyze financial documents and prepare budgets.

  - **REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, table, or schedule form.

- **SPECIAL REQUIREMENTS:** Must possess a valid state driver’s license. Must be bondable and be, and remain, insurable by the Village’s insurance carriers, without penalty or surcharges, as to all relevant insurance types, including, but not limited to, automobile insurance.

- **TOOLS AND EQUIPMENT USED:** Firearm, handcuffs, less-lethal weapons, police communication equipment, gun belt, flashlight and operate a police vehicle under routine and emergency conditions within local and state laws. Personal computer or tablet, including applicable word processing, spreadsheet and data base software, calculator, landline or cellular telephone, copy machine, fax machine and must be able to operate a motor vehicle.

- **PHYSICAL DEMANDS:**
  
  - While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers to handle or feel objects, tools, or controls and to reach with hands and arms.

  - The employee must be able to lift and/or move varying amounts of weight, depending upon the task at hand. Must be able to kneel, bend at the waist, and work in a standing position for long periods. Must be able to walk and run on foot over rough terrain at varying degrees of slope.
o Must be able to overcome resistance of a subject resisting arrest, ability to defend oneself and/or protect others from injury. Employee may be occasionally involved in physical confrontation up to and including life and death situations.

o Must be able to hear to perceive information at least at normal spoken word levels. Must be able to see to perceive general surrounding and activities at low light levels, read LED display on mobile radio display, read/enter data into computer database. Specific vision abilities required for this job include depth perception, color vision, peripheral vision, close and distance vision (which may be achieved through glasses, lenses, etc.) and the ability to adjust focus.

o Must be able to speak to communicate and exchange ideas and information in a fast-paced environment by means of the spoken word, to provide direction, orders, and important information to others at normal spoken word levels.

o Must be able to work in outside environments.

· WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job.

While performing the duties of this job, the employee is frequently exposed to outside environments, including extreme cold and heat, without protection from the elements and in locations in which loud noise, smoke, chemicals, unsanitary conditions, hostile members of the public, and other hazards may be present.

Performance Review Guidelines
The employee’s performance will be evaluated on the performance or nonperformance of the essential functions, general functions, and core competencies listed herein as well as those additional duties which are similar, related, necessary or incidental to those functions/competencies or are assigned to the employee during the course of his/her employment.

Position Type
This is a full-time, salary position which is exempt from the overtime requirements of the FLSA.

Modification of Job Description
The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature
The signature below signifies that I have reviewed and understand the contents of this job description.

_________________________________
Employee Signature

_________________________________
Employee Printed Name

_________________________________
Date