

**POSITION DESCRIPTION  
BRIMFIELD TOWNSHIP**

**POSITION:** Chief of Police  
**DEPARTMENT:** Police Department  
**WORK SCHEDULE:** Forty (40) hours per week. The Chief of Police will set his/her own work schedule to meet the needs of the police department and community.  
**STATUS:** Full-time position

The Chief of Police is the Chief Administrative Officer of the Police Department and reports to the Township Executive. The Chief of Police holds this position by virtue of statute (ORC 505.49).

An Employment Agreement will serve to establish the term of employment, and the financial and benefit package provided by the Board.

**RESPONSIBILITIES**

The Chief of Police shall maintain clear communications with the Township Executive, keep the Township Executive up-to-date on the various meetings that require the Police Chief's attendance, develop and implement a mission for the Police Department, and utilize in an efficient and effective manner police department personnel in order to accomplish that mission.

The Chief of Police shall be responsible for the preparation and execution of the police department budget. The Chief shall be responsible for planning, organizing, directing, staffing, coordinating and any other related police department function and / or operation.

The Chief of Police is responsible to maintain and update his/her Ohio Peace Officer Training Certificate as required by the ORC. In addition, the Chief of Police is responsible to maintain an Ohio driver's license with fewer than 6 points.

**DUTIES**

The Chief of Police will hire, train, and maintain a workforce of police officers and civilian clerks to accomplish the mission of the police department. The Chief will purchase and maintain a fleet of vehicles and equipment for the purpose of providing established services. In addition, the Chief will provide a detective bureau for the purpose of investigating and preventing criminal activities.

The Chief of Police will handle the administrative duties of the police department, including but not limited to; establishing an annual operating budget for the police department and the management of expenditures to operate the department within the approved budget; writing rules, regulations and policies for the efficient and effective operation of the department; record and manage payroll and overtime expenses; maintain records of emergency and non-emergency incidents and criminal statistics as necessary to comply with established standards; and establish community policing programs and engage community members to provide safety education programs.

The Chief of Police will respond to and manage incidents as necessary to protect the community from both natural and manmade hazards, and to provide leadership for the department. The Chief will also represent the police department and the township at public functions as necessary to promote both the department and the community.

The Chief of Police will coordinate and work together with other township department heads on township wide issues such as Brimfest, storm damage removal/repair, and updating and implementing a township all-hazards plan (BEAP). And, the Chief of Police will manage all other tasks as assigned by the Township Executive and / or Board of Trustees.

### **WORKING CONDITIONS**

The position of Chief of Police will require a combination of administrative duties as well as training and response duties. The Chief of Police is required to maintain and update his/her Ohio Peace Officer Training Certificate as required by the ORC.

Some work will take place in an office setting. Other work will require that the Chief of Police work outdoors in inclement weather and in hazardous conditions at any hour of the day or night. The Chief is provided a township owned vehicle and uniform allowance to be prepared for such a variety of work conditions and locations.