

Chief of Police, Brimfield Township, Ohio

Deadline to Apply: 4:00pm, Thursday, March 12, 2015

Brimfield Township in Portage County, Ohio – is seeking a qualified professional for the position of Chief of Police. Brimfield, with a population of 10,600, covers approximately 23 square miles and is adjacent to the cities of Kent and Tallmadge. The community, a mix of rural farm land, residential developments, commercial shopping and light industrial firms, is located along the I.S. 76 corridor in western Portage County.



The successful candidate* will report to the Township Executive and will be responsible for the efficient and effective operation of the police department. The police department consists of a staff of 16 full-time Officers, 2 Civilian Clerks, and 1 Administrative Assistant. The department budget for 2015 is approximately \$1.7M.

Qualifications

- Candidate must have demonstrated skills in the areas of leadership, communication, management, customer service, budgeting, and community relations.
- A bachelors degree** or higher in Criminal Justice, Public Administration, or related field is preferred, but not required.
- A minimum of ten (10) years of full-time law enforcement experience, including five years of full-time experience in command or supervisor rank.
- Experience as a Chief of Police or other agency CEO preferred.
- Successful completion of an advanced law enforcement leadership program such as the FBI National Academy, Police Executive Leadership College, Certified Law Enforcement Executive or similar professional program is desirable.
- Possess a valid Ohio driver's license with fewer than 6 points.
- Possess an up-to-date Ohio Peace Officer Training Certificate***.

Skills and Knowledge

The successful candidate* will possess the following skills and knowledge: Ohio Revised Code, search and seizure laws, community policing activities, policy and procedure creation and implementation, budgeting, basic computer skills, labor contracts and negotiations, management of an approximately 20 officer police department.

Selection Process

A screening committee will review and verify qualifications of submitted applications. A list of candidates will be selected for an initial interview based on the results. Thereafter, a background investigation will be conducted. At least 3 finalists will be interviewed by a panel consisting of a Township Trustee or Trustees, an administrative officer of the police department, and the Township Executive. An offer of employment will be conditional upon the results of the background investigation, a pre-employment physical exam and drug screening.

Application Process

All applications must be received no later than 4:00pm on Thursday, March 12, 2015 at the Brimfield Township Hall located at 1333 Tallmadge Road, Kent, Ohio 44240 addressed to Robert Keller, Township Executive or by email to rkeller@brimfielddohio.gov and include the following:

1. A cover letter addressing the reasons for your interest in this position.
2. A narrative on bullet point one above (demonstrated skills) assessing your skills and consisting of at least one paragraph on each of the six skill areas listed.
3. A resume including detailed information relative to the qualifications specified in bullet points two, three, four and five above, and an email address and telephone number for contact purposes.
4. A signed AUTHORIZATION FOR RELEASE OF INFORMATION form.
5. A copy of your OPOTA certificate.
6. A copy of your college degree(s).
7. A copy of your Ohio driver's license

*Because of the Public Records Law in Ohio, the identity of applicants and most application materials cannot be considered as confidential when a public records request is made.

**The degree granting institution college/university must be recognized by the U.S. Department of Education, or the Council for Higher Education Accreditation.

***Applicants that do not hold a current Ohio Peace Officer Training Certificate must include with their application a written statement from OPOTA as to the coursework that will be required to obtain the certification.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, (print full name) _____ hereby certify that all statements made in connection with my application for employment with Brimfield Township are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatement or omission of material facts will cause forfeiture on my part of all rights of employment with Brimfield Township.

For the purpose of my possible employment, I authorize Brimfield Township to make a thorough investigation into my background which may include financial status, academic record, physical and mental record, employment record, military service record, criminal record, reputation and character references.

I understand that I may be required to submit to the following examinations as required by Brimfield Township: pre-employment physical examination, drug screen, interview(s) and polygraph.

I understand that information obtained from the background investigation and the above examinations may constitute a basis for denial of my employment.

I understand that any information obtained from the background investigation will be used solely for the purpose for which it is intended.

Signature of Applicant

Date