



## **EMPLOYMENT OPPORTUNITY**

### Police Chief

#### **Definition**

Under supervision of the Village Administrator, the Police Chief is responsible for the overall management of the Police Department; performs related duties as required.

#### **Examples of Work**

Plans, leads, manages, coordinates, supervises and evaluates Police Department operations and purchases, including but not limited to personnel scheduling, patrol activities, jail activities and dispatch center activities. Reviews and approves daily reports, 30-day follow-up reports, accident reports, and jail reports.

Operates and manages twelve (12) day jail facility; maintains and implements all policies and procedures for the administration and management of the jail facility in compliance with State and Federal regulations.

Develops policies and procedures for the Department in order to implement directives from the Village Administrator.

Plans and implements a law enforcement program and budget for the Village to implement the policies and goals of Village Administrator and Council; reviews Department performance and effectiveness, formulates programs and/or policies to alleviate deficiencies.

Evaluates evidence, witnesses, suspects and reports in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases and assure proper preparation for prosecution; conduct all internal investigations where improper conduct and/or behavior by Department personnel are alleged.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.

Prepares and submits monthly reports to the Village Administrator regarding the Department's activities, and prepares a variety of other reports as appropriate; develops programs to inform the public of the Police Division's programs, operations and goals in promoting and maintaining a safe community.



### **Preferred Qualifications**

Graduation from a college or university with a bachelor's degree in law enforcement, criminal justice, public administration or a closely related field

Ten (10) years of experience in police work, three years of which have been equivalent to police Sergeant or higher

Completion of the basic law enforcement training academy or equivalent

### **Salary/Benefits**

Police Chief will receive \$65,000 a year and will follow the standard employee benefits and retirement contributions including 100% paid Healthcare.

**If you have any further questions, please contact the Village Administrator below:**

Email: [bgunderson@ci.minerva.oh.us](mailto:bgunderson@ci.minerva.oh.us)

Phone: 330-868-7705 ext 152

**All submissions should be sent to the Village Administrator with the subject of "Police Chief Opening" at the email address below.**

Email: [bgunderson@ci.minerva.oh.us](mailto:bgunderson@ci.minerva.oh.us)

**\*The job listing will close on October 6<sup>th</sup>, 2023**

The Village of Minerva is an E.O.E.