



City of Loveland Position Description

ASSISTANT POLICE CHIEF/POLICE CAPTAIN

Pay Range:	9	Department:	Police
Daily Reports To:	Chief of Police	Employment Status:	Full-time
FLSA Status:	Exempt	Civil Service Status:	Unclassified

GENERAL PURPOSE

Under general administrative direction, plans, directs, and manages the activities, staffing, resources, and operations of the City's Police Department; provides and oversees law enforcement, field operations, criminal investigations, crime prevention, disaster preparedness and response, community problem-solving, general community support services, and related support services.

MINIMUM QUALIFICATIONS

Job Specific Qualifications

- Must be a US Citizen
- Must be a resident of Ohio
- Must be 21 years or older at the time of employment
- Must be free from Felony convictions and disqualifying criminal histories
- Must be able to read and write the English language
- Must be of good moral character, temperate, and have industrious habits

Education and Experience

- High school diploma or GED
- Bachelor's degree from an accredited college or university with major course work in political science, criminal justice, behavioral science, business or public administration, or related field
- 6 years of increasingly responsible police/law enforcement experience
- 3 years of supervising others

Necessary Knowledge, Skills Abilities

- Ability to learn the applicable laws, ordinances and department rules and regulation
- Ability to perform work requiring good physical condition
- Ability to supervise, organize, and review the work of lower-level staff
- Ability to supervise, train, and evaluate staff
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors
- Ability to exercise sound judgment in evaluating situations and in making decisions
- Ability to learn the City's geography
- Ability to deal courteously and diplomatically with the general public
- Ability to maintain confidentiality
- Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions
- Ability to arrive at constructive solutions while maintaining positive working relationships
- Ability to identify problems, recognizing symptoms and causes, and identify alternative solutions
- Ability to make timely, sound decisions
- Ability to interpret complicated policies, procedures, protocols and government regulations
- Ability to speak effectively one-to-one
- Ability to speak effectively before groups and to respond to questions

- Ability to deliver effective presentations
- Ability to effectively manage time and to adapt to changing conditions and priorities
- Ability to exercise independent judgement and discretion and to work without direct supervision

Licensure or Certification Requirements

- Ohio Peace Office Training Academy (OPOTA) certification as a peace officer
- Must possess, or be able to obtain by time of hire, a valid Ohio State driver's license
- Must maintain firearms certification

Minimum acceptable characteristics (*indicates developed after employment)

- Knowledge of city, state, and federal laws / ordinances
- Laws of arrest and search and seizure
- Techniques of interview and interrogation
- Criminal case preparation
- Crime scene management
- Work with the public in a courteous respectful manner
- Ability to analyze dangerous situations and effectively identify a safe course of action to resolve the conflict
- Determine appropriate level of response to a given situation
- Principles of supervision and progressive discipline while maintaining a professional working relationship and exercising authority in a positive manner
- Department regulations and policies and procedures*

SELECTION GUIDELINES

Formal application; review of education and experience; appropriate civil service commission testing including written test; oral interview; background investigation, psychological evaluation, truth verification test, drug screening test, final selection.

ESSENTIAL FUNCTIONS OF THE POSITION: (For purposes of 42 USC 12101)

- Acts for the Chief of Police in his/her absence
- Manage and lead all Police Department services, activities, and operations
- Create and manage objectives, priorities, and administrative procedures for the department and assigned services
- Demonstrate leadership and commitment to the Department Code of Ethics and the highest ethical values in the delivery of public service
- Manage the levels of service and staffing for the city and allocate resources appropriately
- Monitor and evaluate the efficiency and effectiveness of service
- Participates in the selection and hiring of assigned personnel and assists in their orientation and training
- Assign projects and programs and review and evaluate work methods and procedures; ensure that staff work in a safe and efficient manner, following regulations and other applicable standards
- Work with employees to correct deficiencies; supervise staff including the provision of timely performance evaluations, initiate internal investigations when appropriate and provide recommendations corrective action or discipline as needed, up to and including termination
- Forecast funding necessary for staffing, equipment, materials, and supplies; monitor the approval of expenditures and budgetary adjustments as necessary
- Oversee the safety standards for personnel and equipment for the department
- Represent the Police Department to other departments, elected officials, outside agencies, boards, commissions, professional groups and committees; coordinate assigned activities; and ensure responsive, appropriate service delivery
- Meet with citizens and City officials on law enforcement problems, and assist, respond to and resolve difficult and sensitive inquiries, conflicts and complaints
- Direct and coordinate emergency preparedness and disaster planning and response.



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- Maintain normal availability by radio or telephone for consultation on major emergencies or precedent
- Advises subordinates preparing for court cases
- Carries out duties in conformance with Federal, State, County and City laws and ordinances
- Interprets, conveys, and ensures implementation of agency policies, procedures, and methods, while staying abreast of recent laws and trends within law enforcement
- Participates in budget development and administration as well as grant applications and the administration of grants
- Demonstrates predictable and regular attendance

PERIPHERAL DUTIES

- Maintains contact with general public, court officials, and other City officials in the performance of police operating activities
- Writes grant applications, completes studies, performs other administrative and operations duties as assigned by the Chief of Police
- Performs other duties as required

EQUIPMENT OPERATED

The following are examples only and are not intended to be all inclusive of the equipment required for the position.

Several types of vehicles, radio, radar or laser speed measuring device, handgun, shotgun, rifle and other firearms as required, expandable baton, chemical irritant, handcuff, breathalyzer, first aid equipment, TASER, camera, hand tools (eg. hammer, screwdriver, drill, etc.), and other tools as required.

Computer desktop, laptop, tablet, and smartphone. Software programs to capture, store, and recall data. Other computer technology as required.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS (For purposes of O.R.C. 4167)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, run, manipulate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, smell, talk, and hear; overcome the physical resistance of a person trying to escape or assault you.

While performing the duties of this job, the employee occasionally works in outside weather conditions (extreme heat, cold, precipitation, etc.). The employee occasionally works near moving vehicles and mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, body fluids, extreme cold, extreme heat, and vibration.

The employee must occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Job requires work on holidays, at night, during the day, and up to 16 hours in a day.

Physical Requirements Not Obvious from Essential Functions:

May be called upon to participate directly in a police action; or to establish on site command; must therefore meet physical requirement of patrol officer.

Must exercise initiative and discretion, including under emergency conditions which may involve an element of personal danger.

May be exposed to situations that present high stress and threat to personal safety during periods of search and seizure and arrest; may be exposed to toxic materials, bloodborne pathogens and other infectious environments; have to deal with unruly or dangerous individuals, unsafe building sites and deadly force; may be required to extend work schedule during emergency situations.

SIGNATURE

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority) (Date)

(Employee Signature) (Date)