CITY of WILMINGTON
An Equal Opportunity Employer

POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Assistant Chief of Police</th>
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<tbody>
<tr>
<td>Employment Status:</td>
<td>Full-Time</td>
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<tr>
<td>Dept.:</td>
<td>Police</td>
</tr>
<tr>
<td>FLSA Status/Pay:</td>
<td>Exempt</td>
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<tr>
<td>Reports to:</td>
<td>Police Chief</td>
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<tr>
<td>Civil Service Status:</td>
<td>Unclassified</td>
</tr>
<tr>
<td>Normal Hours:</td>
<td>40 Hours Per Week</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>20</td>
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</tbody>
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GENERAL DESCRIPTION:
Under supervision of the Police Chief this position is responsible for the administration and supervision of all subordinate police personnel and communications with the day-to-day operations of the Police Department. The Assistant Chief serves as a member of the City’s management team and assists the Police Chief in supervising, managing, directing, and coordinating the City’s law enforcement function, including crime prevention, police patrol, security of property, and public education. The Assistant Chief serves as acting Police Chief in the absence of the Police Chief and is committed to the mission, vision, and values of the City through ethical conduct, community stewardship, individual initiative, and responsive service. The Assistant Chief must demonstrate leadership, management, and technical skills through effective collaboration, using team resources, progressive decision making and personal responsibility.

QUALIFICATIONS:
Required:

- High School diploma or GED
- Minimum of five years of supervisory responsibility within a Police Department
- Valid Ohio Peace Officer Training Academy Certification (OPOTA)
- Associate degree in related field
- Valid State of Ohio driver’s license
- Ability to interact effectively with the public, agencies, and staff at all levels.

Preferred:

- Bachelor’s degree in related field
- Law Enforcement Executive Certification (CLEE)

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Uses automobile, two-way radio, copiers, telephones, fax machines, calculator, paging equipment, computers, mobile data terminals/computers, radar/laser units, a variety of firearms (i.e. handgun, shotgun, and patrol rifle), batons, chemical agents, and other less-lethal weapons, handcuffs and traffic light controls. May use personal protective equipment such as helmet, face mask, gas mask, body armor and pads.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
Must be able to safely and effectively operate a motor vehicle under normal and emergency conditions; must be able to physically subdue and restrain an individual; demonstrate physical strength and dexterity in the use of hands and feet; must be able to sit for extended periods of time; work requires extensive walking, standing, running on varying types of terrain and irregular surfaces; must be able to move/transport oneself from one work site to another; must be able to perform frequent heavy lifting and pushing; requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general
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surroundings and activities; requires working in adverse weather; requires ability to work flexible shift hours (to include nights and weekends); and be able to deal with stressful and sometimes life threatening conditions in a calm and professional manner; must be able to work in off-site locations, including residential structures. Work is performed primarily in the Wilmington Municipal Building, throughout the physical environments of the City and wherever mutual aid necessitates a response. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

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

40% 1. Operations
Acts as Police Chief in the Police Chief’s absence; Ensure that staffing and scheduling are at functional levels for patrol and dispatch personnel; Directly supervises the Police Sergeants and retains general supervision over all subordinate police department personnel in the performance of their duties; Enforces provisions of the Ohio Revised Code and the City of Wilmington ordinances and laws; Performs all duties of Police Officer; responds to critical incidents; Investigates criminal offenses and internal investigations; Directs sergeants and patrol officers at crime scene investigations; prepares, compiles and reviews reports and records; Demonstrates proficiency with all department issued firearms and less-lethal weapons; Communicates supervisory notifications to command staff for emergency and non-emergency incidents, consistent with department guidelines; Coordinates the command post at the scene of an emergency; Assists in creating, maintaining, and executing annual budgets; Supervises maintenance of vehicles, building, equipment tools and property; Performs all job duties in compliance with the established rules and regulations of the Police Department and the City of Wilmington; Trains and evaluates work of departmental employees including reviewing reports for a consistent work product; Demonstrates accountability and responsibility for completion of work assignments in the absence of a department supervisor; provides responsive and timely feedback to supervisory staff on status and progress of work activities; Promotes safe work practices and ensures compliance with City of Wilmington safety policies; Assists in the development of operating procedures, policies, rules, and regulations; Evaluates the purchase of City equipment; orders department supplies and equipment; Prepares letters, reports, purchase requisitions, legal notices, memos, and other written documents; Attends meetings, seminars, conferences, and other related events; Maintains individual knowledge and skills to be able to carry out all duties of department personnel; Reviews and investigates complaints and requests for service(s); Maintains professional certifications and training through attendance at related trainings and conferences and membership in professional organizations and other professional affiliations; Handles other responsibilities and duties as assigned or needed.

20% 2. Leadership
Exhibits behavior consistent with the mission, vision, and values of the City of Wilmington; Fulfills the mission, vision, and values of the City through excellent customer service, creative problem solving, decision making, and stewardship of City resources; Engages in and supports the long-term direction of the department through strategic planning and departmental goal
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setting that is responsive to the needs of the community; Builds a learning/thinking/renewing
department through best practices, customer feedback and continuous improvement; Provides
teaching, mentoring and motivation within the organization through the provision of knowledge,
skills, and information; is proactive and encourages employee empowerment; Demonstrates
emotional intelligence in day-to-day work, decision making, problem solving and in the
supervision of employees; Initiates actions to improve departmental and City operations,
employee performance, morale, and work methods; Demonstrates a commitment to provide and
require excellent customer service through cooperative team and individual efforts.

20% 3. Management
Participates in employee selection; counseling, development, mentoring and evaluation of staff
to achieve a cohesive work unit consistent with the City’s mission, vision, and values; Is
accountable for the delivery of quality services and work product as a part of the overall
departmental and City-wide strategic direction, goals, and objectives; Creates a superior work
culture through an emphasis on training and mentoring to develop leadership, management, and
technical skills in all employees; Assists employees with developing and implementing
programs and objectives to improve departmental and City-wide efficiency; Effectively
manages multiple assignments and priorities to ensure the fulfillment of projects, tasks, and
responsibilities; Assists in the preparation of, and adherence to, operational and capital budgets
and exhibits good stewardship of the organization’s resources; Suggests and carries out
procedures to assure the highest standards of risk management, employee safety and risk
avoidance.

15% 4. Communication
Provides comprehensive advice and support to Police Chief, Safety Service Director, City
management team, City Council and Council Committees, boards and commissions, staff, and
the community; Communicates the City’s mission, vision and values through words and actions;
Communicates effectively, both orally and in writing with the department head, City
management team, City employees, City Council, volunteers, and the community; Makes public
presentations and represents the City on committees, boards, or activities; Works cooperatively
with all City employees toward the common goal of providing high quality services; Exhibits
excellent interpersonal and human relationship skills.

OTHER DUTIES AND RESPONSIBILITIES:

5% 5. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: personnel flow and union contracts; police methods, criminal law, and Wilmington Police
Department policies, procedures, rules, and regulations; basic and infrastructure accounting; bookkeeping;
budgeting; public safety radio dispatching procedures; computer networks; two-way radio operations; City goals
and objectives; criminology; investigation techniques; arrest procedures; law enforcement procedures and
methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement
administration; disaster management; surveillance techniques; security practices and procedures; uniform
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criminal recording codes; criminal justice; employee training and development; supervisory principles and practices; local geographical area; English Grammar and spelling.

Skill in: typing; word processing; computer operation; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: supervise, coordinate, train and direct personnel resources; demonstrate leadership skills and abilities; maintain effective working relationships; interpret a variety of instructions in written, oral, picture, or schedule form; interpret extensive variety of technical material in books, journals, and manuals; deal with variety of variables within somewhat unfamiliar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; understand most difficult classes of concepts; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; select most qualified applicant according to specifications for referral; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; conduct effective interviews; communicate effectively; train or instruct others; understand technical manuals and/or verbal instructions; gather, collate, and classify information; handle sensitive inquiries from contacts and with officials and general public; develop and maintain effective working relationships; resolve complaints; demonstrate physical endurance; travel to and gain access to worksite; subdue and/or restrain individuals; maintain fitness standards.

POSITIONS DIRECTLY SUPERVISED:
911 Telecommuter, Police Detective, Patrol Sergeant, Patrol Officer, and Administrative Assistant

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 and agree with the contents of this position description.

(Signature of Appointing Authority)  (Date)

(Signature of Employee)  (Date)