

CITY OF FRANKLIN, OHIO
RESOLUTION 2021-15

AMENDING THE POSITION DESCRIPTION FOR CHIEF OF POLICE POSITION

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and a position descriptions for the Chief position within the Police Division on August 18, 2003, and last updated the position in 2004; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position description;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Police Chief is hereby amended as shown in the attached Exhibit A.

Section 2. That this resolution shall become effective immediately upon its passage.

ADOPTED: March 1, 2021

ATTEST: Khristi Dunn
Khristi Dunn, Clerk of Council

APPROVED: Brent W. Centers
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of Resolution 2021-15 passed by that body on March 1, 2021.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN
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POSITION DESCRIPTION

Position Number:
Class Number:
Name:
Class Title: Police Chief

Civil Service Status: Classified
Employment Status: Full-time
FLSA Status: Exempt
Pay:
Dept./Div.: Police
Reports To: Safety Director
Supervises: All sworn and non-sworn
Division personnel

QUALIFICATIONS:

Bachelor's degree in law enforcement or related field preferred; ten (10) years law enforcement experience with experience in the Franklin Police Department, including five (5) years experience in a command or supervisory rank; must pass civil service exam; must pass criminal history check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license and obtain Ohio driver's license within sixty days if current license is registered with another state; current Ohio Peace Officer Training Certificate; must meet the requirements to be bonded; within six months of appointment complete training for newly appointed police chiefs as prescribed by law; has completed or within twelve months of appointment as police chief must complete a sanctioned/qualifying police command school such as Chief Law Enforcement Executive or Police Executive Leadership Program or comparable; complete annual recertification in divisional firearms; within sixty days of appointment complete training certificate for handling of missing children and child abuse and neglect cases from an approved Ohio, county, township or municipal police office basic training program.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: budgeting; inventory control; jail and/or correctional facility security practices, procedures, and equipment; LEADS computer operations; public safety radio dispatching procedures; safety practices and procedures; department division goals and objectives; department division policies and procedures; 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; surveillance techniques; security practices and procedures; interpersonal relations; public relations; media relations; rules of evidence; supervisory principles and practices; civil rights.

Skill in: computer operation; motor vehicle operation; operation and care of firearms; use of restraint devices.

Ability to: 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; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; communicate effectively; train or instruct others; handle sensitive or technical inquiries from and contacts with officials and general public; develop and maintain effective working relationships.

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

- ~~Plans, directs, and exercises supervision over the activities of the entire division; formulates and enforces rules and regulations; makes all personnel assignments and schedules; reviews activities and reports of all division employees; sets department goals.-)~~

Plans, directs, and exercises general supervision over the work of the entire division (e.g., schedules and assigns tasks, participates as required and/or permitted in Civil Service appointment process, recommends discipline, evaluates performance, receives grievances or employee complaints, approves and recommends employee leave requests, attends or participates in meetings in which policy questions are reviewed or discussed, develops and implements policy, recommends policy changes, participates in personnel or labor relations activities, has access to other employees' personnel files, serves as a member of management's collective bargaining negotiating team, has unlimited access to financial data used in the payroll and benefit budgeting process, has access to financial data used in monitoring division revenue/income, etc.); handles employee issues; makes all personnel assignments within the division; reviews activities and reports of officers; enforces disciplinary measures when necessary; ensures that recruits and regular officers receive adequate training in police methods and procedures.
- Directs the preparation and maintenance of police reports and files; directs the investigation of major criminal offenses; cooperates with local, state, and federal officers in the apprehension of wanted persons; works with other law enforcement agencies to coordinate the efforts supplied by the division and enhance the stability of police effectiveness; sees that reports are prepared for the City Manager, City Council and other departments/divisions requiring the expertise of the Chief's Office; briefs elected and appointed officials of police activities and issues.

Developed by:

Date Adopted: 08-18-2003

Clemans, Nelson & Associates, Inc.

Date Revised: 04-05-2004, 03-01-2021

Loveland, Ohio 45140

{7/25/2007 PDFRKC1 00046106.DOC}

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3. Personally leads and provides command responsibility for police tactical operations when required; ensures that division personnel receive and maintain adequate levels of training; formulates and maintains operational and administrative files: required by City police, state and federal regulations and department requirements; maintains liaison with local, state, and federal courts; performs regular patrol duties.
 4. ~~Prepares the division budget and controls the expenditures of division funds for~~ Prepares budget estimates and controls the expenditures of all division funds including personnel costs, supplies, equipment, maintenance, and operational needs; conducts division correspondence; requisitions supplies and recommends the purchase of necessary equipment; performs administrative tasks.
 5. Maintains division vehicles and equipment; controls the operation of the municipal jail.
 6. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
 7. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

8. May be required to attend City Council or other City meetings.
9. Performs other duties as required.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Computer, radio, firearms, first aid devices, patrol car, handcuffs, baton.

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

Work conditions vary by shift. Some tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover

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POSITION DESCRIPTION

inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people; animals, and equipment, potentially without backup and with minimal force. The employee may be potentially exposed to human blood or other body substances.

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)