



The City of Hudson is seeking candidates for the position of Chief of Police. Located in Northeast Ohio, Hudson has a residential population of 22,250 and is approximately 25 square miles. The Police Department has a staff of 28 full-time officers, 4 auxiliary officers, and 5 full-time and 3 part-time dispatchers, with a 2018 budget over \$4.5 million. The current salary range for the position is \$86,715 to \$125,384. The Chief of Police reports to the City Manager.

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- Candidates must have demonstrated skills in these five areas: **leadership, communication, management, budgeting and community relations.**
- Candidates must have achieved the rank of Police Chief or have significant experience with police supervision in a municipal Police Department, or an equivalent combination of education and/or experience.
- A Bachelor degree* or higher in Criminal Justice, Public Administration, Political Science or a similar field related to law enforcement.
- Also highly desirable is specialized management training such as the F.B.I. National Academy, Police Executive Leadership College (PELC), Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA), and School of Police Staff and Command
- Skill in establishing and maintaining effective working relationships with superiors, subordinate employees, public officials, representatives from federal, state and local organizations and agencies, members of the media, and the general public.
- Candidates must be OPOTA certified at the time of application or have the ability to become certified within 12 months of hire.

The selection process will be assisted by consultants from the Ohio Association of Chiefs of Police (OACP). For selected candidates, the process will include an **Assessment Center on Saturday, July 28, 2018**. Those invited to the Assessment Center will be notified by **July 16, 2018**. Candidates designated as **finalists** after the Assessment Center can expect **interviews from August 6 to August 17, 2018**. The final offer will be conditional upon the successful results of a background investigation, psychological and a physical examination.

Applicants must submit the documents** listed below to Joel Brown, OACP Advisory Services Program Director, **by email only**. Email to: monica.miller@oacp.org by **noon, Wednesday, May 30, 2018**. Please add a "read receipt" to your email to confirm it has been received.

- 1) A cover letter addressing the reasons for your interest in the position.
- 2) A written essay relative to **bullet point one** above (**demonstrated skills**) consisting of at least one paragraph (more likely will be needed) on each of the **five areas** specified. Explain how your past experiences or responsibilities would demonstrate that you have attained these skills or possess the traits. **All five areas** must be addressed in your essay.
- 3) A resume including detailed information relative to the qualifications specified above.
- 4) A copy of your OPOTA certificate and a copy of an organizational chart from your present or past employer that best demonstrates your qualifications for this position

If you have any questions, please contact Suzanne Havranek, Human Resources Coordinator with the City of Hudson at 330-3342-1705 or at shavranek@hudson.oh.us.

All materials must be emailed and received at the OACP office no later than noon, Wednesday, May 30, 2018.

The City of Hudson is an Equal Opportunity Employer

*The degree granting institution must be accredited by one of two nationally recognized accrediting organizations, the U.S. Department of Education or the Council for Higher Education Accreditation.

**Because of the public records law in Ohio, the identity of applicants and most application materials cannot be considered confidential.

City of Hudson, Ohio

POLICE CHIEF

FLSA Status: E

Non-Bargaining

Updated: 04/03/2018

CLASS SUMMARY

This is highly responsible, administrative and supervisory police work in managing a municipal police department. Work involves responsibility for planning, organizing, and directing, all police programs, activities and functions. Work also involves responsibility for assuring that quality police services are delivered in a safe, effective and timely manner. Supervision is exercised, either directly or through subordinate supervisors, over a moderate size staff of police and civilian employees. Work is performed under administrative direction of the City Manager, with wide latitude for the exercise of independent judgement and actions, and is reviewed through conferences, reports and evaluation of results obtained.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Plans, organizes and directs all police programs, activities and functions; monitors and evaluates the effectiveness of programs, activities and functions for adherence to quality and efficiency standards; makes changes as necessary.

Supervises, directly or through subordinate supervisors, a staff of law enforcement, administrative and clerical employees; develops and administers training programs; evaluates performance; takes disciplinary action as necessary; participates in the development, implementation and management of collective bargaining agreements, and assures adherence to agreement provisions.

Recruits personnel; conducts interviews and assessments of applicants; prepares, administers and processes testing of police officer and dispatcher applicants.

Develops short-term and long-term plans, goals and objectives; provides authority and leadership necessary to achieve planned goals and objectives; develops, implements and interprets departmental rules, regulations, policies and procedures; drafts municipal ordinance revisions to modify or replace outdated legislation.

Conducts research; develops and implements programming in response to community needs; initiates proactive programming to promote an enhanced level of safety and security among the residents and business community members.

Responsible for the development of the annual departmental budget; oversees the purchasing of vehicles, equipment, materials and supplies; monitors expenditures; supervises and assists in the preparation of a variety of regular and special police reports.

Confers with and/or communicates with officials and representatives from local, state and federal organizations and agencies; attends and participates in public functions and events to promote department programs and establish favorable public relations.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

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Must establish and maintain effective working relationships with superiors, subordinate employees, public officials, representatives from federal, state and local organizations and agencies, members of the media, and the general public.

May perform other related duties as assigned.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics 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.)*

Work is performed primarily indoors in an office environment, and occasionally outdoors at various locations throughout the city. Work frequently requires sitting, standing, walking, stooping, kneeling, climbing stairs, lifting and carrying objects weighing up to 50 pounds, reaching with hands and arms in front of body and overhead, using hands and fingers to operate police vehicles, equipment, firearms, radios, and computers. Work requires sufficient strength and agility to react quickly and effectively in emergency situations, and to physically restrain combative persons. Work occasionally exposes employee to dangerous, hazardous and potentially life-threatening situations, to blood and body fluids, and to extreme weather conditions.

MINIMUM QUALIFICATIONS

Work requires possession of a Bachelor's degree in Police Science, Criminal Justice or related field, and thorough professional level experience as a police chief or high-ranking officer in a municipal police department, or an equivalent combination of education and/or experience that provides the following knowledge, abilities and skills:

Thorough knowledge of the principles, practices, methods and techniques of modern police administration.

Thorough knowledge of the principles and practices of organization, management and supervision.

Thorough knowledge of federal, state, and local laws, regulations and ordinances.

Ability to supervise and evaluate the work of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Skill in planning, organizing and directing police department programs, activities and functions, and evaluating their effectiveness.

Skill in the interpreting, applying and enforcing laws, rules, regulations, policies and procedures.

Skill in the operation of computers and related software programs.

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Skill in the use and care of firearms and other police equipment.

Skill in establishing and maintaining effective working relationships with superiors, subordinate employees, public officials, representatives from federal, state and local organizations and agencies, members of the media, and the general public.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

State of Ohio Driver's License

State of Ohio Peace Officers Certification

Annual firearms certification/qualification