

**TOWN OF OSSIAN  
POLICE DEPARTMENT**

**TITLE:** CHIEF OF POLICE

**JOB OBJECTIVE:**

Individual performs law enforcement duties: directs, supervises, and oversees all department personnel; and is responsible for all operational activities within the department (equipment, vehicles, and facilities) to ensure that it provides efficient and effective service to the Town. Individual reports to the Police Commission.

**JOB STANDARDS:**

High school education or equivalent plus special training plus five years' work experience as a full-time paid law enforcement officer is required. Individual must have Indiana Law Enforcement Academy Certification, and certification in first aid, radar system and must qualify for firearms proficiency. Individual is required to complete state-mandated continuing education or training in law enforcement. Individual must possess a valid driver's license and must have no felony record.

**ESSENTIAL JOB FUNCTIONS:**

- Perform essential and non-essential duties of a law enforcement officer as required; Patrol and monitor for suspicious activities or persons requiring assistance;
- Monitor radio and other communication devices to receive assigned runs, and to maintain awareness of activities in and around jurisdiction;
- Refer persons to appropriate social service agencies when situations warrant;
- Respond to calls for assistance, assess situation, and take appropriate action; Investigate accidents, extract victims, provide basic emergency medical care;
- Enforce traffic laws;
- Pursue criminal suspects, search and arrest suspects using necessary force, advise suspects of rights, and transport suspects to jail;
- Interview victims, suspects and witnesses, and record responses and observations;
- Direct vehicular and pedestrian traffic;
- Answer inquiries, and respond to the needs of the community by implementing service improvements as needed;
- Accurately complete, process and maintain required paperwork and documentation, such as arrest tickets, reports, etc.;
- Compile statistics from all weekly activity reports, and mileage charts;
- Respond to EMS and Fire Department runs to offer assistance as requested;
- Testify in court or upon deposition as required;

- Assist in calming distraught persons in emergency situations;
- Oversee the department to ensure that it provides efficient and effective service;
- Monitor activities of all department personnel;
- Assist in preparing department's budget and wages;
- Perform supervisory/managerial duties (schedule, plan, organize, budget, direct instruct, set standards, review, train, counsel, discipline, appraise, approve leave time requests, and perform other personnel functions as required);  
Respond to crime scenes, take action to preserve evidence, record findings, and make observations;
- Conduct criminal investigations;
- Compile mileage and gas statistics, year-end reports, monthly crime statistics, state-required training, and other reports;
- Prepare, review, and maintain records, reports, paperwork and documentation;
- Attend meetings, training and seminars as required;
- Schedule work, training, and meetings for reserves;
- Work closely with the Police Commission and Town Council and provide short monthly department updates at monthly Council meetings;
- Assist other departments in emergency situations;
- Safely operate department equipment, tools, and vehicles to effectively perform job functions.

### **SKILL AND KNOWLEDGE:**

- Equipment: Ability to use department machines, tools (vehicle unlocking tools), equipment (portable breath test equipment, radar, firearms, vehicles, typewriter, computer, tape recorder, camera), electronic devices (radio, lights, siren, facsimile), and other necessary equipment to perform job functions.

### **CRITICAL SKILLS/EXPERTISE:**

- Thorough knowledge of department policies, procedures, practices, guidelines and methods;
- Thorough knowledge of ordinances and state/federal laws, standards, and regulations relating to and governing job-related functions;
- Thorough knowledge of reference resources and materials relating to and governing job-related functions;
- Thorough knowledge of safety equipment and procedures pertaining to job-related functions;
- Thorough knowledge of law enforcement procedures and methods, including patrol, traffic, officer safety, investigation, arrests, search and seizure, interrogation, voluntary confessions, evidence, crime scene protection, due process, physical restraint techniques, report writing and data systems;

- Thorough knowledge of supervisory/managerial duties (planning, organizing, budgeting, directing, instructing, setting standards, reviewing, training, counseling, disciplining, appraising) and perform other personnel functions as required;
- Thorough knowledge of service organizations and social service agencies;
- Ability to effectively perform supervisory duties (as listed above);
- Ability to make decisions under emergency conditions and control emotions and temper;
- Ability to obtain and preserve evidence;
- Ability to defend self and restrain persons in threatening situations;
- Ability to accurately and safely fire a weapon;
- Ability to comprehend, interpret and implement local, state and federal ordinances, statutes and codes relating to and governing the department;
- Ability to analyze situations, make observations, solve problems, make responsible decisions and communicate results;
- Ability to complete and maintain required records, reports and paperwork;
- Ability to effectively and tactfully communicate with supervisors, subordinates, co-workers, and the general public and to deal effectively with their questions or problems;
- Ability to work well either independently or as a member of a team;
- Ability to effectively utilize manuals and reference information governing and pertaining to the department;
- Ability to read and write and to comprehend and act upon written and oral instructions and to perform duties following policies, procedures and guidelines pertaining to the department;
- Ability to legally and safely operate department vehicles and drive defensively at all speeds;
- Ability to perform the physical and emotional aspects of the position;
- Ability to perform and provide CPR and Basic First Aid.

### **DIFFICULTY OF WORK:**

Work consists of complex, varied, non-standardized tasks requiring application of numerous laws, rules, regulations and procedures. Individual faces unknown situations that may be complex and may require on the spot decisions dealing with life and death situations. Individual is required to keep up to date on constantly changing laws.

### **RESPONSIBILITY:**

- Individual directs, supervises and oversees all department personnel and unpaid reserve personnel.
- Individual determines own priorities and accomplishes duties and assignments according to own schedule. Individual receives general guidance allowing for the planning of procedures and methods to

attain objectives. Work and decisions may have an impact upon specific Individuals, cases and situations.

Individual's work is guided by policies and regulations, which shall be discussed with the Police Commission, and work is reviewed for the overall impact upon the department.

- Errors that may occur in the normal course of duties are readily detected by standard checks resulting in little or no difficulty in loss of time to correct, or may have a negative impact and cause loss of trust and respect for the entire department; and can be costly to the extent of loss of life of self or others.

## **PERSONAL RELATIONSHIPS:**

Individual interacts with the Town Council; Police Commission; co-workers; subordinates; other municipal, court, and public sector employees; inmates and the general public to obtain information and to provide information and assistance.

## **PHYSICAL EFFORT:**

Physical Requirements: Individual performs light work (requiring lifting of up to 80 pounds occasionally, and/or up to 50 pounds of force frequently, and/or very minimum amount of force constantly to move objects).

Physical Activity: Individual performs duties which may require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking and hearing.

Visual Activity: Individual performs duties which requires making visual observations, operation of a motor vehicle and equipment, all of which require minimum eyesight of 20/30 with corrective lenses.

Job Location: Individual performs duties both inside and outside, and may be exposed to: temperatures below 32 degrees for periods of more than one hour; noise (enough noise to cause individual to shout in order to be heard); vibrations; hazards (a variety of physical conditions, such as working close to moving mechanical parts, electric current, high places, exposure to high heat or chemicals, firearms).

Safety Equipment: Individual is required to wear the following safety equipment in the performance of duties, as appropriate: duty belt, body armor, firearms, eye protection, rubber gloves, handcuffs, and protective clothing.

## **SPAN OF CONTROL:**

Individual supervises and directs the following department positions:

Assistant Chief Sergeant Patrol Officers

Reserve Officers.

## **SUPERVISORY FUNCTIONS:**

Planning: Individual plans and arranges department's work and operation long range.

Organizing: Individual organizes work responsibilities and assigns subordinates with special assignments as required.

Budgeting: Individual determines department budgetary needs (routing and capital) and makes recommendations to Town Clerk Treasurer and Council.

Directing: Individual assigns special patrol needs to officers and special assignments as required. Individual directs the efforts of the reserves both directly and indirectly through the Assistant Chief and Sergeant.

Instructing: Individual authors general and specific written policies and communicates them to subordinates. Policies subject to Police Commission and Council review.

Standards: Individual sets department standards for quality, timeliness, and properness of work.

Reviewing: Individual oversees and reviews work of subordinates as required.

Training: Training standards are set by the State and individual is responsible for ensuring that subordinates are properly trained.

Counseling and Discipline: Discipline is handled pursuant to State Statute.

Appraising Performance: Individual evaluates and appraises subordinates according to department standards. Individual counsels with subordinates as required on effective procedures and processes.

Supervision: Individual receives direction and supervision from the Police Commission upon request or as required.

### **ACKNOWLEDGMENT**

I acknowledge that the above description is a representation of the major duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_