



26789 Highland Road
Richmond Heights, Ohio 44143
Phone: 216.486.2474
Fax: 216.383.6320
richmondheightsohio.org

Dear Applicant:

Thank you for your interest in applying for the position of Police Chief with the City of Richmond Heights. Enclosed in this packet are the required application materials that all applicants must complete and submit via certified mail to be postmarked **no later than Monday, July 23, 2018**, to:

CITY OF RICHMOND HEIGHTS
26789 Highland Road
Richmond Heights, Ohio 44143
Attention: Human Resources - Police Chief Applications

Only applications sent via certified mail will be accepted. There is no fee to apply.

Your submitted application materials must include:

1. A completed and signed City of Richmond Heights Employment Application that includes questions relating to education, training, experience, and background, as space for you to list a minimum of five professional and two personal references and their contact information. Please note that although your resume may contain similar information to what you provide on this form, the Application must be completed in full. You may submit your resume as additional material.
2. A copy of any college undergraduate or graduate degree you may have earned or college academic transcripts that indicate the degree conferred, if any, for college only. Copies are sufficient.
3. Supporting materials that substantiate any training or experience credentials you claim.
4. A cover letter stating your interest in the position and summarizing your qualifications.

Should you have any questions regarding the application process, please call the City of Richmond Heights, Human Resources Manager, at 216-486-2474.

Best regards,
CIVIL SERVICE COMMISSION



Police Chief

The City of Richmond Heights Civil Service Commission is accepting applications for the position of **Police Chief**.

Application materials may be obtained at the office of the Mayor, Richmond Heights City Hall, located at 26789 Highland Road, Richmond Heights, Ohio 44143, from 9:00 a.m. through 4:00 p.m., Monday through Friday. The Application materials are also available at www.richmondheightsohio.org. Completed applications must be sent by certified mail to the City of Richmond Heights, Human Resources Manager, postmarked no later than July 23, 2018. No fee is required.

EVALUATION PROCESS: The applications will be used to evaluate candidates' qualifications. The Civil Service Commission will schedule the most qualified applicants to participate in a scored oral assessment interview on or about August 4 and 5, 2018. Based upon the evaluation results, the chosen candidates will undergo a background investigation, polygraph examination, psychological assessment, and an oral interview process prior to appointment.

QUALIFICATIONS: All applicants must be U.S. citizens, possess a valid Ohio driver's license with an acceptable driving record, have a current Ohio Peace Officer Training Academy Certification, and be in good physical condition and capable of performing the physical functions required of a Police Chief. All applicants shall hold or shall have held the position of a police lieutenant or higher in a municipal corporation and shall have served in that capacity beyond any probationary period applicable to that position. In addition, all qualified applicants must have at least 10 years of full-time employment as a certified law enforcement officer in a municipal police department and at least 5 years of experience in police management and working knowledge of budgeting, planning and administration.

Must have strong leadership and motivational aptitude, and ability to cooperate and communicate constructively with other city departments, Mayor, elected officials, media and the public. Applicant credentials must include an associate's degree at a minimum (bachelor's preferred), and evidence of successful completion of an advanced law enforcement leadership program such as the FBI National Academy, the Northwestern Police Staff and Command School, or the University of Louisville Southern Police Institute Staff and Command School or Command Officers Development School, and PELC or PEALS training.

RESIDENCY REQUIREMENT: As a condition of employment, the Police Chief shall reside within Cuyahoga County or any county adjacent to Cuyahoga County during the Chief's employment. In cases of new employment, the Police Chief shall have three months to comply with this section. Failure of the Police Chief to comply with this section shall result in immediate termination of employment without further action by the City. The Police Chief, upon appointment, shall serve a probationary period of one year.

By Order of the Civil Service Commission

Equal Opportunity Employer

**CITY OF RICHMOND HEIGHTS
26789 Highland Road, Richmond Heights, Ohio 44143**

EMPLOYMENT APPLICATION FOR THE POSITION OF POLICE CHIEF

An Equal Opportunity Employer

The City of Richmond Heights is an Equal Opportunity Employer and does not discriminate in employment or the provision of services on the basis of race, religion, gender, national origin, age, disability, or any other characteristic protected by Federal or State law.

INSTRUCTIONS: To be filled out by applicant only. Answer all questions. Print or type neatly and accurately. Attach supplements if necessary.

(Please Print or Type)

Date _____

NAME _____
(Last) (First) (Middle)

ADDRESS _____
(Number, Street, City, State & Zip)

NUMBER OF YEARS AT THIS ADDRESS _____

PHONE: HOME (____) _____ CELL (____) _____ WORK (____) _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER _____

You must be a U.S. citizen as of the date of application.

PLEASE READ CAREFULLY:

The application materials that we require you submit for this position include a completed City of Richmond Heights employment application that includes a list of at least five (5) professional references with current contact information, answers to all questions, and evidence of all certifications, work experience, and other credentials, along with a copy of your degree or academic transcripts. Please note that a resume may not be substituted for any portion of this application. The applications will be used to evaluate candidates. It is in your own best interest to include complete and accurate information in the application. The Civil Service Commission will call to a scored oral assessment interview only the most qualified candidates as determined from the application evaluation process. If you need more space, attach additional pages using the same format. Any information you give may be checked for accuracy. We urge you to make copies, for your own records, of all application materials you submit.

MAIL VIA CERTIFIED MAIL TO:

City of Richmond Heights
26789 Highland Road
Richmond Heights, OH 44143
Attn: Human Resources Manager

AUTHORIZATION AND CERTIFICATION

Initial: _____ I, the undersigned applicant, being first duly sworn, declare that I am the person mentioned herein, and that all answers, statements and information are true, accurate, and complete to the best of my knowledge and belief. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and other supplemental materials submitted by me become the property of the City, which reserves the right to accept or reject them. I further agree to observe all rules, regulations and policies of the City now in force and effect, or as they may change during my employment if I am employed by the City.

Initial: _____ I hereby authorize the City to conduct work history, professional and personal reference, police record, and motor vehicle record inquiries and to conduct a polygraph exam to determine my acceptability for employment. I hereby agree to participate in an Ohio Bureau of Criminal Identification (BCI) fingerprint criminal history check and in a Federal Bureau of Investigation (FBI) fingerprint criminal history check and understand that employment may be terminated based on the revealed criminal history.

Initial: _____ I understand that I will be required to successfully pass a drug test, a psychological assessment, and a pre-employment physical exam to gain employment or continue employment with the City of Richmond Heights. I consent freely and voluntarily to participate in required drug tests and pre-employment physical exams at a location selected by the City of Richmond Heights, and consent to the release of the test results to the City of Richmond Heights. I hereby release and hold harmless the City of Richmond Heights, its officials, agents, and employees, and the persons providing the information, from any liability whatsoever arising from the drug tests or pre-employment physical exam and decisions concerning employment based upon the results of these tests.

Initial: _____ If accepted for employment, I agree that my status as an employee depends upon my successful performance during a probationary period and that I am an "at-will" employee during this probationary period and may be terminated by the City of Richmond Heights at any time for any reason. In addition, I understand that the City of Richmond Heights maintains a drug-free and violence-free workplace.

Initial: _____ I further understand and agree that this application is not a promise of or contract for employment.

Signature of Applicant: _____ Date: _____

STATE OF OHIO
CUYAHOGA COUNTY,SS:

Sworn to and subscribed in my presence this ____ day of _____, 2018.

NOTARY PUBLIC

My commission expires _____

[SEAL]

I. EDUCATION AND TRAINING

A. Associate's Degree: Yes ____ No ____

Major: _____

Special Emphasis: _____

College or University: _____ Date: _____

B. Bachelor's Degree: Yes ____ No ____

Major: _____ Minor: _____

Special Emphasis: _____

College or University: _____ Date: _____

C. Advanced Degree(s): Yes ____ No ____

Major: _____ Minor: _____

Special Emphasis: _____

College or University: _____ Date: _____

D. Please describe any other education, training, or professional seminars you have successfully completed which may relate to the position of Police Chief. Be sure to include name of institution and dates.

II. PROFESSIONAL CREDENTIALS AND ORGANIZATIONS

A. Please list all of your professional designations, certifications, or licenses related to the position of Police Chief. List credentials, data, and state in which received.

B. Please list your memberships in all professional organizations related to the position of Police Chief or other related fields. Include name of organization, dates of membership, and offices held.

III. EXPERIENCE

Please describe your professional experience that is related to the position of Police Chief, beginning with your current or most recent employer. Treat each change of job title as a new entry. If necessary, attach additional sheets using the same format.

A. Present Position

Title _____ From _____ To _____
Employer _____
Address _____
City _____ State _____ Zip _____
Supervisor’s Name and Title _____
Annual Salary/Wage _____
Reason(s) for leaving _____

Describe your experience in this position in terms of your duties and specific responsibilities. Estimate the percentage of time spent in each area.

B. Previous Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name and Title _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your experience in this position in terms of your duties and specific responsibilities. Estimate the percentage of time spent in each area.

C. Previous Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name and Title _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your experience in this position in terms of your duties and specific responsibilities. Estimate the percentage of time spent in each area.

D. Previous Position

Title _____ From _____ To _____

Employer _____

Address _____

City _____ State _____ Zip _____

Supervisor's Name and Title _____

Annual Salary/Wage _____

Reason(s) for leaving _____

Describe your experience in this position in terms of your duties and specific responsibilities. Estimate the percentage of time spent in each area.

IV. SPECIFIC EXPERIENCE

Describe your specific experience in each of the following areas. For each experience described, identify the employer where this experience was gained and the number of years of experience. If more space is needed, please make additional copies of this page or attach additional sheets.

A. Managing department budgeting and expenses.

B. Training, supervising, and evaluating Police Department staff.

C. Promoting a collaborative employee relations culture in a public sector labor relations environment.

D. Fostering inter-jurisdictional cooperation in the provision of municipal services.

VI. PROFESSIONAL REFERENCES (Five required minimum)

Work or education related (e.g., former employers, co-workers, school faculty)

Full Name/Address/Telephone

Occupation

Relationship

VII. PERSONAL REFERENCES (Two required minimum)

Full Name/Address/Telephone

Occupation

Relationship

VIII. OTHER BACKGROUND QUESTIONS

A. Have you ever been warned or disciplined for any of the following occurrences in your previous or current employment? If you check "Yes" please explain in the space provided.

- Yes No Attendance
- Yes No Performance Problems
- Yes No Inability to get along with others
- Yes No Safety Violations
- Yes No Harassment
- Yes No Violent Behavior
- Yes No Inappropriate use or possession of alcohol
- Yes No Inappropriate use or possession of a drug

Explanation of any of the above items you checked "Yes"

B. Have you ever been suspended or discharged from any position? If you check "Yes" please explain, including date, location, employer, and situation.

C. Please explain any gaps in employment.

D. Since your 18th birthday, have you EVER been convicted of *any violations of law* (or as a juvenile, been waived into adult court and convicted), or are you now subject to a pending charge? Please list all convictions and pending charges, including relevant dates. [Note: "violations of law" includes felonies, misdemeanors, and other offenses (e.g., traffic citations, municipal violations, etc.), as well as conviction by a military court-martial.]

No _____

Yes _____ Explain: _____

NOTE; The City routinely verifies conviction, driving record, and other information listed in this application. If you do not respond correctly or if you commit errors of omission of fact, either intentionally or unintentionally, you will not be eligible for City of Richmond Heights employment. If you are unsure of how to respond to this or any other question, IT IS YOUR RESPONSIBILITY to check with the Civil Service Commission for information or clarification.

E. Have you received any moving traffic violations over the past three years? _____yes _____no

If yes, please explain: _____

What is your driver's license number? _____

POSITION DESCRIPTION
CITY OF RICHMOND HEIGHTS
An Equal Opportunity Employer

Job Title:	CHIEF OF POLICE
Department:	Police
Immediate Supervisor:	Mayor/Safety Director
Positions Supervised:	Lieutenant of Police Secretary of the Chief of Police Detective Sergeant

JOB RESPONSIBILITIES:

Under administrative, the Chief of Police is the chief executive officer of the department and is responsible for the protection of lives and property in the city through the management and supervision of all police functions. He develops, coordinates and administers all law enforcement programs, activities and resources of the department. The position requires strong administrative, organizational, management and communication skills of a difficult and responsible nature, which involves considerable latitude in the exercise of independent judgment and discretion in the management of the department.

QUALIFICATIONS:

High school diploma and a current Ohio Peace Officer Training Academy Certification. Preferred Qualifications: Responsible law enforcement experience that includes supervision and management, advanced specialized leadership training that would include at least one of the following: F.B.I. National Academy, Police Executive Leadership College, Northwestern Police Staff and Command School, Certified Law Enforcement Executive or equivalent. Must possess a valid Ohio driver's license with an acceptable driving record and meet annual qualification standards for firearms use and possession. Applicants must successfully pass a civil service examination and may be from within the Division of Police and/or from outside of the Division of Police, provided, that in order to be eligible to take the test for the position of Chief of Police, all applicants shall hold or shall have held the position of a police lieutenant or higher in a municipal corporation and shall have served in that capacity beyond any probationary period. An individual who poses a direct threat to the health and safety of himself in the workplace will be deemed not qualified for this position.

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KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> • Department policies and procedures • Budget administration* • Federal, state and local laws and ordinances • Municipal police administration and management • Arrest procedures • Criminal apprehension techniques • Rules of evidence • Techniques for collecting and preserving evidence • Investigative techniques • Crime prevention techniques • Court procedures • Civil disobedience control techniques • Employee training and development methods • State and federal employment rules* • Supervision practices and principles • Documentation requirements 	<ul style="list-style-type: none"> • Interpret and apply laws, regulations and policies • Define problems, collect data, establish facts and draw valid conclusions • Resolve problems involving several variables • Evaluate evidence and records • Communicate effectively in written and oral form • Develop and maintain effective working relationships with the public, officials, co-workers and supervisor • Present a positive image to the public • Remain calm in stressful or emergency situations • Maintain a positive work environment for employees • Interview and hire • Discipline • Improve employee performance through use of coaching and discipline • Ensure the quality of work as measured against established standards • Safely and effectively use firearms • Drive a motor vehicle in adverse weather conditions • Maintain confidentiality

* May be acquired after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
-----------	--

ADMINISTRATION

- ★ Establishes and implements long range strategic planning for personnel, capital projects and annually prepares and directs budget proposals for the Mayor.
- ★ Assists Mayor and City officials in the development and implementation of current and new law enforcement policies and procedures.
- ★ Directs activities regarding police records policy, requests for public records and maintains the police department retention schedules of all records.

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- ★ Formulates and implements the mission, philosophy, strategies, tactics, policies, procedures and methods of operation as needed to improve services.
- ★ Ensures that all property coming into the possession of the police department is safely kept, properly disposed of, and accurately recorded.

★ *Denotes an essential function of the job*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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ADMINISTRATION – Continued

- ★ Directs and coordinates the delivery of services to the residents and citizens of the community.
- ★ Determines duties and responsibilities of each organizational unit.
- ★ Reviews, directs and coordinates work schedules of all police personnel.
- ★ Develops department policies and procedures as promulgated by national accreditation standards.
- ★ Determines necessary staffing levels for police personnel.
- ★ Develops, coordinates and administers law enforcement programs and activities.
- ★ Coordinates law enforcement activities with other local and state agencies.
- ★ Develops the annual budget with municipal officials for the department
- ★ Administers the budget for the police department
- ★ Assists Mayor in contract negotiations, grievances and contract administration.
- ★ Prepares department reports, assures integrity and security of records system.
- ★ Maintains police department files, including personnel, contract, internal investigations and identifies information and activities to be recorded.
- ★ Ensures accuracy and completeness of all police reports completed by officers.
- ★ Conducts personnel and equipment inspections of the department.

SUPERVISION

- ★ Interviews candidates for recruitment, selection, assignments and promotions.
- ★ Ensures employees receive orientation and required continued in-service training.
- ★ Monitors the work of personnel and ensures compliance with departmental policies and procedures.
- ★ Evaluates police personnel performance, maintains and records proper records.
- ★ Conducts staff meetings with police and communications personnel.
- ★ Enforces discipline, rules and regulations for all members of police department.
- ★ Directs and conducts grievance hearings within the requirements of the law.

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COMMUNITY RELATIONS

- ★ Supervises community studies and surveys to determine police programs needed and their effectiveness
- ★ Addresses and works with community groups and public officials to determine any concerns regarding law enforcement and police activities and practices.
- ★ Attends civic or other functions and communicates with the media to promote the safety of the community and public relations of the department.
- ★ Represents the Police Department in relationships with other governmental boards and serves on committees of organizations with regard to public safety.
- ★ *Denotes an essential function of the job*

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification)
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JAIL ADMINISTRATION

- ★ Ensures prisoner safety, health and welfare.
- ★ Ensures that prisoner rights are observed and upheld.
- ★ Ensures that prisoners receive adequate meals and proper medical attention
- ★ Ensures that sanitary conditions are met within the jail
- ★ Ensures that proper jail records are maintained.
- ★ Conducts routine inspections of the jail facility.

MISCELLANEOUS

- Interacts with community representatives, groups and citizens to determine the needs and expectations of the community and to act upon those expectations and inform the public of resulting activities developed to improve services.
- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions
- Conducts meetings with subordinate personnel to establish communication and to find operational problems.
- Informs the Mayor of significant events, activities or circumstances that may affect the department operations, public safety or community relations.
- Performs other duties, as assigned

★ *Denotes an essential function of the job*

Employee Signature

Date