

JOB DESCRIPTION: MARSHAL

ALBANY POLICE DEPARTMENT

PURPOSE.

The purpose of the Village Marshal, who holds the rank of Chief of Police, is to protect the lives and property of the citizens and businesses of the Village through enforcement of state laws and local village ordinances, to maintain order as the Chief Peace Officer of the village, and to act in the capacity of the executive head, under the Mayor, of the Albany Police Department. The Village Marshal must be OPOTA certified.

The Marshal is charged with providing services to the community such as, but not limited to, patrolling of Village streets, criminal law enforcement, traffic enforcement; and code enforcement.

The Village Marshal is appointed by the Mayor however they shall not take office unless their appointment has been approved by a majority vote of the members of Village Council. The Village Marshal shall be under the general supervision and control of the Mayor.

MINIMUM QUALIFICATIONS.

- Ability to meet Department's physical standards.
- Be a United States citizen and possess a valid Driver's License.
- Not be prohibited by state or federal law from operating a motor vehicle.
- Have a high school diploma or GED.
- Successfully complete the minimum training required for licensure to include the current Ohio Peace Officer Training Academy course.
- Never have been convicted of a felony or misdemeanor involving moral turpitude or be currently under indictment for any criminal offense.
- Be free of misdemeanor convictions for the last twelve [12] months, other than traffic offenses.
- Have no previous or current charges of driving while intoxicated or driving under the Influence of drugs or alcohol.
- Never been convicted of any family violence offense.
- Not be prohibited by state or federal law from possessing firearms or ammunition.
- Be subject to a thorough background investigation, lie detector test, etc.

NECESSARY SPECIAL QUALIFICATIONS.

- Must have Strong leadership and interpersonal skills. Previous supervisory experience in Police work is preferred.
- Must have excellent written and verbal communication skills.
- Must be able to work independently with little or no supervision.
- Must have experience in personnel and human resources management, as well as being versed in labor law.

DUTIES.

The Village Marshal has all the powers, duties, and functions as provided by the general laws of the State of Ohio including, but not limited to, *Ohio R.C. 737.19* and local policies as provided, specifically;

- Supervise, lead, manage, and evaluate all Police Department staff, including but not limited to, personnel scheduling and patrol activities, under the general rules that the Mayor prescribes.
- Patrol the Village to maintain order and be visible to the public.
- Maintain a good relationship with residents and any other activities in support of the community.
- Perform public relation activities and act as liaison between village officials, residents, businesses, and the police department.



- Develop programs to inform the public of the Police Department's programs, operations, and goals in promoting and maintaining a safe community.
- Investigate complaints, accidents, and crime reports.
- Supervise investigations and review and approve reports or direct corrections.
- Prepare and submit monthly reports to the Mayor and Village Council regarding the Department's activities, and prepare a variety of other reports as appropriate.
- Enforce state and local laws and ordinances and recommend to the Mayor and Village Council that enforcement activities be undertaken for perceived violations of such ordinances.
- Attend all sessions of Albany Mayor's Court.
- Appear as witness in court when necessary.
- Maintain all training levels and certifications required by the State of Ohio for Police Officers and Police Supervisory personnel and Police Chiefs.
- Ensure all officers are compliant with current certification requirements to include continuous professional training or CPT.
- Ensure the department and officers are compliant with OHLEG regulations and any other reporting requirements as provided by law.
- Perform such other responsibilities as may be assigned from time to time by the Mayor or other action of the Legislative Authority.
- To assist in the performance of the Mayor's obligations to see that the laws of the village are enforced, when requested by the Mayor.