



## **JOB DESCRIPTION**

### **Chief of Police**

DEPARTMENT: Police  
SUPERVISED BY: City Manager  
SUPERVISES: Department employees  
FLSA STATUS: Exempt  
POSITION STATUS: Full-Time

#### **General Summary:**

Under the general direction of the City Manager, plans, develops and directs a complete program of policing to protect the lives and property of the public and to preserve peace in the City. Acts as spokesperson for the City regarding public safety issues. Interacts with other agencies to assure a comprehensive and coordinated approach to public safety services provision.

#### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs the activities of the Police Department, providing general law enforcement, criminal investigation, rescue services, and emergency medical services and management. Oversees the hiring, supervision, training, evaluation and discipline of all department employees. Ensures all local, State and Federal laws and ordinances are properly enforced.
2. Develops long term plans to improve departmental operations, law enforcement, crime prevention efforts, and emergency programming. Evaluates pending legislation and statutes and responds to changing regulations and technology regarding law enforcement through review of technical materials and professional education.
3. Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budget throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.

4. Prepares and directs the preparation of a variety of reports pertaining to finance, operations, activities and other issues for submission to City administration or other agencies.
5. Enforce local code of ordinances and
6. Advises and assists City administration regarding law enforcement, traffic, crime, fire prevention and emergency issues. Acts as spokesperson for the department, receiving and answering inquiries and complaints from the public, other agencies and the media.
7. Coordinates department activities with other agencies including Federal, State, County, and other local law enforcement departments.
8. Keeps abreast of evolving issues related to the delivery of police services through attendance at conferences and meetings, reading professional literature and maintaining contact with other police professionals.
9. Meets with community groups to address public safety concerns.
10. Responds to public inquiries and investigates complaints.
11. Attends various meetings, including meetings scheduled outside normal business hours.
12. Performs the duties of a Patrol Officer as needed; performs road patrol, issues tickets, warrants, and other citations, and directs and participates in investigations.
13. Coordinates City code enforcement activities with other departments.
14. Collects, records, and reports employee timesheets and logs. Monitors departmental activity, compiles and assembles data, information and records.
15. Prepares regular status and special reports as requested by the City Manager or City Commission, and as required by other entities. Attends City Commission meetings, completes special projects and makes presentations as requested.
16. Performs related work as required and is available 24 hours a day on an on-call basis.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in criminal justice, public or business administration or extensive experience is preferred.
- Three to Five years of progressively more responsible experience in the law enforcement field, including some experience with supervisory and administrative duties is required.

- Graduation from an advanced management program such as the FBI Academy or Northwestern University Staff and Command School is preferred.
- Michigan Commission on Law Enforcement Standards (MCOLES) certified.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- Knowledge of State and Federal laws and local ordinances governing limitations on police authority.
- Knowledge of scientific methods of crime detection and prevention.
- Knowledge of personnel management techniques to plan, coordinate, assign, and supervise the work of department staff.
- Knowledge of the operation of police vehicles, surveillance and communication equipment, and firearms.
- Skill in leading, delegating and supervising the work of others in routine and emergency situations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, City officials, law enforcement colleagues, community leaders, the media, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to prepare and maintain a wide variety of records and reports according to accepted standards.
- Ability to respond to emergencies and attend meetings at any hour.

Ability to work effectively under stress and in emergency and confrontational situations.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee's environment is typically an office setting, but can potentially involve highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to possibly exercising the strength, mobility, dexterity and stamina associated with apprehending criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, and must travel to other locations.

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; vibration; and other highly dangerous situations. The noise level in the work environment can range from low in the office to very loud in the field.

***While performing duties of this job, the employee is regularly required to be able to complete the following physical requirements:***

1. Ability to ascend or descend ladders, stairs, and the like with ease and agility.
2. Ability to maintain body equilibrium to prevent falling.
3. Ability to bend, kneel, crouch, crawl. Ability to extend one's arm(s) in any direction, and an ability to support oneself in an erect position.
4. Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
5. Ability to lift, pull, reach, and push materials and equipment.
6. Ability to lift objects from a lower position to a higher position.
7. Ability to subject to substantially repetitive motions of the body or its parts.
8. Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
9. Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means, including the ability to use the sense of sight, smell, hearing, and feeling.
10. Ability to walk, stand, stoop, bend and turn, including performing such actions on wet or varied surfaces.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors:***

11. Frequently exposed to inside environmental conditions.
12. Frequently exposed to outside environmental conditions.
13. Frequently exposed to weather and temperature changes- as activities occur both inside and outside.
14. Frequently exposed to cold temperatures that may be below 32 degrees for periods of more than one (1) hour.
15. Frequently exposed to noise and vibration.
16. Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms, and other hazards.
17. Occasionally exposed to atmospheric conditions, such as fumes, odors, dust, gases, low ventilation.
18. Frequently required to wear safety equipment: work boots, ballistic vest, and radios.