



CHIEF OF POLICE JOB DESCRIPTION

Position: Chief of Police
Supervised By: Village Manager
Supervises: All Police Department Personnel
FLSA Status: Exempt
Status: Full Time, At-Will

General Summary

Under the direction of the Village Manager, the Chief of Police plans, develops and directs a complete program of policing and law enforcement to protect the lives and property of the public and to preserve peace in the Village. The Chief acts as a spokesperson for the Village regarding policing, emergency response, and emergency preparedness. He or she interacts with other agencies and departments to ensure a comprehensive and coordinate approach to public safety throughout the community. This position occasionally requires evening, weekend, and holiday hours and on-call responsibilities. This position is a working Chief position requiring occasional road patrol and related duties.

Essential Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential functions. This list is illustrative of the nature of responsibilities for an employee in this position; it may not include all of the duties to be performed.

1. Planning the activities, programs and goals of the Police Department including operations, patrol, and investigation to insure maximum service to the community. This includes performing patrol and investigative duties.
2. Developing and implementing necessary and appropriate policies, procedures, practices, rules and regulations for the Police Department.
3. Properly and efficiently enforcing all state and federal laws, as well as local ordinances which the Police Department is authorized to enforce.
4. Preparing departmental schedule and assigning personnel to best meet the needs of the public.
5. Providing supervision to police personnel, including assigning and reviewing work, evaluating performance, disciplining, and setting up training programs.
6. Making reassignments and appointments within the department with the approval of the Village Manager.
7. Assisting with the coordination of efforts and communication between police agencies.
8. Establishing and maintaining effective public relations between the department and the community.
9. Meeting and conferring with members of the community, the media, and groups concerning complaints, problems, requests and suggestions.

10. Studies and determines law enforcement needs of the Village and recommends solutions to the Village Manager.
11. Prepares and presents a budget for the Police Department to the Village Manager.
12. Ensures that all records are kept by the department that are required to insure accurate reporting to the Village Manager, Village Council, as well as state and federal agencies.
13. Conducts internal investigations on accusations or complaints against police officers, reports to the Village Manager and prescribes disciplinary action where warranted.

Tools and Equipment Used: Emergency response motor vehicle, firearms, non-lethal weapons, speed detection devices, mobile radio, phone, and a variety of office equipment.

Required Minimum Qualifications

Education and Experience:

1. A bachelor's degree or knowledge and experience equivalent to a bachelor's degree in police science or criminal justice. Graduation from Staff and Command or FBI Academy highly desired.
2. Six to eight years of progressively responsible experience in law enforcement (at least two of which shall have been in a management capacity).
3. A current and valid Michigan Motor Vehicle Operator's license.
4. Current Michigan Commission on Law Enforcement Standards (MCOLES) certification.

Necessary Knowledge, Skills, and Abilities:

Work involves performance requiring some skills or special knowledge acquired through specific police management training and experience.

1. Knowledge of management techniques such as training and development, communication of values and standards, performance evaluation, management, labor relations and problems solving. Ability to utilize the appropriate supervisory skills to assign, review and appraise the work of employees. Possess effective leadership skills to lead the department in everyday activities as well as in an emergency or disaster situation.
2. Knowledge of community policing, crime prevention, drug and alcohol programs, and problem-solving strategies.
3. Knowledge of police communications and computer applications.
4. Ability to organize and direct work of self and others and to manage or coordinate multiple tasks or activities simultaneously.
5. Ability to exercise discretion in the use of force and law enforcement powers.
6. Ability to communicate effectively verbally and in writing and the capacity to understand and carry out written and oral instructions. Skilled in public speaking.
7. Ability to establish and maintain effective, positive working relationships with employees, supervisors, other departments, officials, and the public.
8. Ability to maintain confidentiality of highly sensitive data and information.
9. Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
10. Ability to perform tasks in changing and stressful circumstances.
11. Ability to be available to respond at any time for major incidents

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee frequently is required to sit and stand. The employee is frequently required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

This job requires the employee to have the ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking and climbing, and the lifting carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds. May occasionally be required to run and to lift, move, push, pull, resist, and/or restrain moderate to heavy weights. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Must have high levels of eye, hand, and foot coordination.

While performing the duties of this job, the employee will frequently work in outside weather conditions. While essential functions are regularly performed without exposure to adverse environmental conditions, major incidents or events may involve exposure to severe weather, temperature and noise extremes, traffic hazards, animals/wildlife, traffic, moving machinery, heights, violence, toxic agents, explosives, disease or pathogenic substances.

The noise level in the work environment ranges from general office noise to moderately loud.

Application

The duties listed above are intended only as illustrations of the various types of work that may be performed. This description should not be interpreted as describing all future responsibilities of the position or limit the nature and extent of assignments an employee may be given.

The Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 04/08/2024

Revised: