

POLICE CHIEF

NATURE OF WORK

Performs highly responsible supervisory and administrative work in planning, organizing, and directing the activities of the Police Department. Work involves the responsibility for the efficient operation of the Police Department and assuring that law and order are maintained, that laws and ordinances are enforced, and that measures are carried out to prevent crimes and to protect lives and property. Work also involves consulting with the City Administrator in determining overall plans and policies to be followed in conducting police operations. Work is performed under the administrative direction of the City Administrator and is reviewed through meetings and reports.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Plan, direct, supervise and manage the operation of a Police Department, coordinating functions and activities through consultation with subordinate officers.
2. Oversee the fiscal management of the Police Department, including budget development, purchasing, accounting practices, and Department property.
3. Plan, direct and assist in the prevention of crime, apprehension of law violators and other police activities.
4. Develop long-term plans for improving organization and operations and to obtain more effective enforcement of laws and ordinances.
5. Maintain and demonstrate compliance and international standards established by the Commission on Accreditation for Law Enforcement Agencies, Inc.
6. Recommend policies and actions to City Administrator and confer regarding various practices and procedures.
7. Issue directives and follow-up on performance of subordinates.
8. Review complaints and departmental activities with citizens and representatives of organizations.
9. Carry on activities in the development of good public relations, the promotion of good will, including making public addresses, appearances and other activities.
10. Evaluate work performance of departmental personnel and make recommendations for personnel actions.

11. Plan and coordinate the recruitment, selection and training of police personnel.
12. Oversee the preparation of uniform crime statistic reports, other records and correspondence.
13. Cooperate with State and Federal law enforcement officers in the apprehension of suspects and criminals.
14. Coordinate and supervise special activities involving investigative work, traffic control, parking restrictions and other activities.
15. Act as Project Manager on projects as needed.
16. Perform related work as required or requested by the City Administrator.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGE,
SKILLS AND ABILITIES FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Thorough knowledge of the principles, practices and procedures of modern police science and administration.
- Thorough knowledge of applicable Federal, State and local laws and ordinances and of the limitations on police authority.
- Considerable knowledge of the scientific methods of crime prevention and detection, of the use of firearms, communication and automotive equipment used in modern police work.
- Knowledge of the economic and social structure of the City.
- Ability to plan, coordinate, assign and supervise the work of a large number of subordinates engaged in a variety of activities.
- Ability to effectively present information relating to departmental activities.
- Ability to work effectively with other officials, employees and the general public.
- Ability to meet all physical, mental and emotional standards set by MCOLES for the position.

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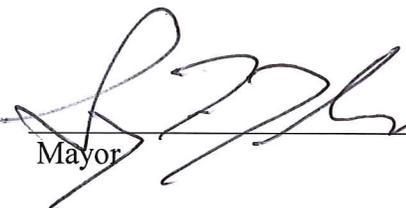
- Graduation from an accredited college with a four year degree in criminal justice, public administration or related field.
- Masters' degree in public administration or related field preferred.
- Seven to ten years of experience in as chief/deputy chief/equivalent experience involving all phases of law enforcement work, including supervisory experience.

Appropriate certification by the State of Michigan, including a valid driver's license.

Approval:


Personnel Director 10/17/14
Date


City Administrator 10/17/14
Date


Mayor 10/17/14
Date