

Job Description

POLICE CHIEF

SUMMARY

Responsible for the administration and supervision of employees and activities of the Township's Police Department. Has primary responsibility for the continuous enforcement of laws and ordinances, the protection of life and property and the preservation of peace within the Township. Performs related work as required.

SUPERVISION RECEIVED

Works under the direction of the Township Superintendent.

SUPERVISION EXERCISED

Supervises directly and indirectly all personnel within Police Department.

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 tasks which the employees may be expected to perform.)

1. Plans, directs and supervises the operations of the Police Department, coordinating functions and activities through consultation with, and management of subordinate officers.
2. Develops long term plans for improving operations and obtaining more effective enforcement of laws and ordinances.
3. Recommends policies and actions to the Superintendent and confers regarding various practices, procedures and priorities.
4. Issues commands and oversees their proper performance.
5. Reviews complaints on departmental activities.
6. Develops good public relations through public addresses, appearances and other community activities.
7. Evaluates work performance of departmental personnel and makes recommendations for hire, discipline, commendation and promotion.
8. Prepares and administers the departmental budget; confers with and submits a preliminary annual budget

to the Superintendent each year.

9. Approves departmental purchase requisitions and work orders.
10. Supervises the preparation of uniform crime statistic reports, and other correspondence.
11. Cooperates with federal, state and local law enforcement agencies in coordinating law enforcement activities.
12. Supervises specially authorized activities of the Department such as investigative work, traffic control, and parking enforcement.
13. Functions as the Township's Traffic Engineer.
14. Performs all the duties required of a Police Officer.
15. Performs related work as required.

ESSENTIAL FUNCTIONS. QUALIFICATIONS AND KNOWLEDGES.
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:

Considerable knowledge of the principles, practices and procedures of modern police science and administration.

Considerable 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 protection, of the use of firearms and of communications and mechanized equipment used in modern police work. **Ability** to plan, coordinate, assign and supervise the work of subordinates engaged in a variety of activities.

Ability to effectively present information relating to departmental activities.

Ability to work effectively with officials, employees, and the general public.

Acceptable education and training include a Bachelor's degree in law enforcement, supplemented by training in modern police science, supervision and administration.

Certification by the Michigan Law Enforcement Officers Training Council is required.

Encumbent must also meet all physical, emotional and mental standards set by LEOTC.

Five years of progressively responsible experience in command positions involving various functions of law enforcement work is also required..