

**CITY OF WILLIAMSTON
JOB DESCRIPTION**

CHIEF OF POLICE

Supervised By: City Manager
Supervises: All staff assigned to the Police Department

General Summary:

Under the general supervision of the City Manager, plans, coordinates, develops and directs a complete program of police services to ensure the continuous enforcement of all laws and ordinances and to protect the lives and property of the public and preserve peace in the City. Establishes and administers departmental policies, procedures and regulations pertaining to police activities, department personnel and overall departmental administration.

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 which 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 twenty-four hour per day functions, activities and operations of the Police Department.
2. Supervises departmental personnel. Trains, schedules, monitors, and evaluates employees according to established procedures. Hires, promotes, and disciplines departmental employees subject to approval by the City Manager.
3. Develops, reviews, and revises long-term plans to improve public safety operations, law enforcement and crime prevention efforts. Recommends and implements policies, rules, and procedures. Advises and assists the City Manager and City Council regarding law enforcement and crime prevention issues.
4. Receives and investigates complaints regarding Department policy, procedures, and employees.
5. Prepares and presents annual budget requests, administers Police Department budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Monitors all funds received from grants, the sale of permits, reports, other service fees and all funds granted to the Department as a result of a seizure-related judgment.
6. Oversees the purchase, maintenance and allocation of police equipment, vehicles, and supplies. Develops specifications and administers the purchasing process according to established procedures.
7. Investigates criminal complaints. Interviews involved parties, analyzes data, and authorizes police actions as necessary.

8. Performs all duties of a Police Officer. Patrols streets, responds to calls for service, issues tickets, warrants, and other citations, and directs and participates in investigations. Enforces all applicable laws and ordinances. Works varied shifts if needed.
9. Plans, directs, monitors, and schedules professional training for departmental employees.
10. Compiles and maintains a variety of departmental records including employee training, criminal activity, requests for service and other related information. Compiles statistics and prepares reports to conform to a variety of internal and external reporting requirements.
11. Attends City Council meetings, completes special projects and makes presentations as requested.
12. Serves as departmental spokesperson. Maintains cooperative relations with peer agencies, neighborhood and community groups, and other civic units. Participates in and represents the City at meetings, seminars and lectures related to law enforcement. Prepares weekly police activity updates and press releases.
13. Coordinates departmental activities with outside agencies and authorities as necessary. Establishes and administers mutual aid compacts, equipment sharing, and contingency plans with other jurisdictions.
14. Keeps abreast of modern policing methods, new administrative techniques and current issues through continued education and professional growth. Reviews and evaluates pending legislation and statutes. Attends conferences, workshops, and seminars as appropriate.
15. Performs related work as required.

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 accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree, or an equivalent level of training and experience in criminal justice, public administration, or a related field. A Master's Degree is preferred.
- Preferred graduate of one of the following or equivalent: Federal Bureau of Investigation National Academy, Northwestern Staff & Command, Southern Police Institute, or Michigan State University Police Executive Development Series.
- Seven or more years of progressively more responsible experience in the law

enforcement field, including experience as a command officer.

- Michigan Commission on Law Enforcement Standards certification as a Police Officer.
- Valid State of Michigan Vehicle Operator's License.
- Knowledge of the principles, practices, and techniques of modern police science.
- Knowledge of public management techniques involved in budgeting, personnel administration, labor relations and community outreach.
- Knowledge of State and Federal laws, local ordinances, and the limitations on police authority to effectively advise subordinates and meet public safety needs.
- Skill in the use of Department vehicles and equipment, including emergency vehicles, firearms, audio and visual surveillance equipment and radar.
- Skill in compiling and evaluating complex information and formulating effective policy and service recommendations.
- Skill in implementing and providing diverse programs and services, and directing the utilization of personnel, equipment, and other resources.
- Skill in the use of standard office equipment, including computers and related software.
- Ability to communicate effectively, present ideas and concepts orally and in writing, and make presentations in a public forum.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to maintain discipline, lead, and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, elected officials and the public in a variety of cooperative and contentious situations.
- Ability to critically assess situations, effectively plan and implement plans, and work effectively under stress, with deadlines and changing work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations and respond to emergencies on a 24-hour basis.

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 can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with apprehending suspected criminals. The employee is regularly required to communicate with others in person and on the telephone or radio and be mobile in an office setting. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records and is regularly required to travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.