



# Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139  
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: [HATP@hamburg.mi.us](mailto:HATP@hamburg.mi.us)

*RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY*



## **JOB POSTING**

Pursuant to Article 8 of the Collective Bargaining Agreement between Hamburg Township and the Police Officers Labor Council/Hamburg Township Command Officers Association, the following special assignment within the bargaining unit is being posted:

### **Administrative Sergeant (Accreditation Manager)**

**Posted: January 12, 2024**

#### **Overview**

The primary purpose of the Administrative Sergeant position is to manage all accreditation requirements per the Michigan Law Enforcement Accreditation Commission (MLEAC) and function as the department's accreditation manager. The Administrative Sergeant will also ensure department compliance with all MLEAC professional standards and shall work with the Director of Public Safety to review/update department policies and procedures to maintain accreditation. In addition, the Administrative Sergeant shall be responsible for managing all aspects of the department's property room. The Administrative Sergeant reports directly to the Director of Public Safety.

#### **Job Description**

**The primary Accreditation Manager responsibilities are as follows:**

1. Manage the accreditation process, including assessments;
2. Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities;
3. Performs a variety of complex administrative work in planning, coordinating, and managing the implementation, maintenance, and adherence to the department's accreditation through the Michigan Law Enforcement Accreditation Commission (MLEAC);
4. Responsible for maintaining all files for compliance with the MLEAC accreditation process in Power DMS;



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5. Assists the police command staff with assuring all new and revised policies comply with MLEAC standards;
6. Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts;
7. Maintains a standard format for policies to be reviewed and revised on a scheduled basis;
8. Regularly reports to the Director of Public Safety or designee and key staff on accreditation compliance;
9. Directs on-site inspections of compliance with MLEAC;
10. Represents the department at conferences and meetings related to the accreditation process as determined by the Director of Public Safety;
11. May participate in mock and/or on-site assessments for other agencies involved in the MLEAC process as determined by the Director of Public Safety;
12. Performs meaningful reviews of incidents involving sergeants and the use of force, vehicle pursuits and any other incidents requiring review by MLEAC standards;
13. Assists with conducting the annual analysis as part of the meaningful review process;
14. Prepares MLEAC annual status and compliance report;
15. Ensures proper training for police department personnel on new/revised policies and ensures personnel are properly trained to meet MLEAC standards;
16. Conducts employee orientation training regarding the accreditation process;

### **The primary property room responsibilities are as follows:**

1. Manages the day-to-day operations of the department's property room;
2. Responsible for maintaining the evidentiary chain of custody and integrity of confiscated property and evidence;



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3. Supervises, plans, prioritizes, assigns, reviews, and assists officers responsible for receiving, cataloging, storing, safeguarding, collecting, transporting, verifying, releasing and/or disposing of a wide variety of confiscated property and evidence;
4. Meets with staff as needed to identify and resolve problems related to property/evidence to ensure productivity and quality standards under the MLEAC are maintained;
5. Ensures all property and evidence is received, processed, stored and properly released and/or disposed of according to established procedures;
6. Performs routine inventories and audits of stored property and evidence;
7. Responsible for the security and storage conditions of all property and evidence;
8. Maintains property and evidence logs, forms, databases, and technology system(s);
9. Processes evidence requests from officers, investigators, attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines;
10. Appears in court to testify on the handling and chain of custody of evidence;
11. Ensures compliance with department policies, procedures, and MLEAC standards;
12. Attends and participates in training as needed to keep abreast of changes in procedures; regulations or laws which impact the processing and storage of property and evidence;
13. Ensures documentation and destruction of drugs turned into the department's Red Barrel.

## **Necessary Skills, Knowledge and Abilities**

1. Ability to perform the necessary job functions of a certified police officer.
2. Ability to analyze MLEAC standards and develop procedures for complying with standards.
3. Ability to plan, develop and implement new policies and procedures in an effective manner.
4. Ability to plan, organize, direct and coordinate the work of subordinate personnel.
5. Ability to prepare clear and concise reports.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to compile and analyze statistical data.
8. Ability to analyze fact patterns and draw conclusions as those fact patterns relate to department policies.



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9. Ability to establish and maintain effective working relationships with subordinates, co-workers and superiors.
10. Ability to establish and maintain effective working relationships with MLEAC representatives and represent the department in a professional manner.
11. Ability to attend all required MLEAC training including out of county training.
12. Ability to competently testify in court or other legal proceedings.
13. Ability to effectively retrieve, process, identify, record, store and release property and evidence according to department policy and state law.
14. Knowledge of and proficiency in the use of all department computer/I.T. apps, programs and equipment including PowerDMS, Power Time and the Central Square property module.
15. Knowledge of all job-relevant Township ordinances, state laws and federal statutes and ability to appropriately apply them in the course of carrying out duties.
16. Knowledge of all department policies/procedures and ability to appropriately apply them in the course of carrying out duties.
17. Knowledge of basic inventory control principles and practices.
18. Possession of strong decision-making skills and the ability to make appropriate decisions within department guidelines.
19. Possession of excellent organizational skills sufficient to maintain all necessary documents and records as required by MLEAC accreditation standards.
20. Possession of time-management skills sufficient to complete all job tasks and duties in a timely and competent manner.

## **Work Schedule**

The primary work schedule of the Administrative Sergeant will consist of four 10-hour shifts (40 hours per week), with the hours determined by the Administrative Sergeant based the needs of the position and the department. Also, the Administrative Sergeant may work the additional hours needed each pay period to obtain 84 hours of pay.

The Administrative Sergeant has discretion to change their work hours or days as necessary based on the needs of their workload, training or conferences. The Administrative Sergeant's work schedule will not be adjusted by management to avoid the payment of overtime.

## **Application and Selection**

The position of the Administrative Sergeant is open to any non-probationary Police Sergeant. Any Police Sergeant interested in the position should submit a letter of interest to the Director of Public Safety **no later than 3:00pm on Monday, January 22, 2024.**



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The selection process will be as follows:

If more than one Sergeant submits a letter of interest than the Director of Public Safety/Police Chief will conduct an interview with each candidate pursuant to Public Safety SOP# 300-72: *Special Assignments*. The Director, in accordance with Article 8 of the Collective Bargaining Agreement, will make a written recommendation to the Township's Personnel Committee who, in turn, will forward the recommendation to the Township Board. The Township Board will then review the recommendation and make a determination on the selection.

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany