

Chief of Police

Job Description

Department: Police Department
Supervised by: Mayor and City Council
Supervises: All Police Department Staff/Personnel
FLSA: Exempt
Status: Full-time

General Summary

The Police Chief plans, coordinates, directs, and participates in the enforcement of laws and ordinances, the protection of life and property, the preservation of peace within the city, the activities of the Police Department. The Police Chief manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department.

The position of Police Chief is a sworn, department head level position, who reports directly to the Mayor and City Council. The position is a full-time exempt position which requires frequently working and attending meetings outside of regular business hours including weekends, holidays, and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position in the community that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large. This position is also expected to respond to calls for service, if required, to support their team.

Duties

- Manages the overall administration and operations of the Police Department with integrity and honesty. Advises and develops staff to ensure continual professional growth in related disciplines. Performs, as well as oversees and evaluates the performance of, the department personnel functions, including hiring, retention and recruitment strategies, assigning work, conducting performance evaluation and counseling. Enforces discipline within the department.
- Plans, organizes, and directs the day-to-day operations of the police department. Plans and coordinates the work schedules of police officers. Hires, supervises, trains, evaluates and disciplines all department employees.

- Coordinates with city officials regarding the oversight of housing leases and inspections of housing of Police Department employees.
- Performs all duties of a police officer. Patrols streets, responds to calls for service and enforces all applicable laws and ordinances. Works varied shifts if needed.
- Subject to review and approval of the Mayor and/or City Council, establishes goals, direction, and activities of the department. Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities.
- Directs the development, administration, and review of the departmental annual budget. Forecasts needs, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed.
- Engages and interacts with other law enforcement agencies with common jurisdiction to ensure law enforcement goals are consistent.
- Ensures employees of the department are adequately trained. Procures and schedules appropriate training programs for the department.
- Evaluates pending legislation, and new ordinances and statutes; promulgates department policies; informs subordinates of recent changes.
- Oversees the preparation of the Police Department annual report, crime reports, and other reports as needed.
- Represents the City at meetings and conferences; explains police procedures, hears complaints and promotes community understanding of police officers. Makes public presentations to community and neighborhood groups, social service agencies, etc. upon request.
- Performs activities toward developing a positive partnership between law-abiding public and their police department.
- Advises and informs the Mayor and City Council regarding law enforcement, ordinance enforcement, and crime prevention.
- Assesses community crime prevention and safety needs.
- Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service.
- Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
- Administers labor relations, internal review, and legal issues ensuring department operations are consistent with current laws and regulations.
- Participates in the collective bargaining negotiations process and contract interpretation.
- Posts a City Council-approved schedule of Police department office hours for the public. Said posting shall provide a telephone number of a contact person who can be reached in the event the office is closed.
- Coordinates with the Mackinac Island Fire Department Chief to ensure that the Fire Chief and Chief of Police will not be on vacation and off island at the same time.

- Coordinates with multi-departmental emergency response, including but not limited to Fire Department, Marine Rescue, and EMS.
- Update the Mayor frequently to ensure open communication between the Police Department and the City.
- Manages escorts to ensure that no motor vehicle is on the street without a permit and an escort.
- Organizes and ensures performance of senior transports.
- Provides bi-weekly reporting to the City Council at its regular City Council meetings with relevant non-confidential updates.
- Performs and completes related work and duties as required and other duties as assigned.

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.

- Educational requirements include an Associate's Degree in law enforcement, criminal justice or a related field preferred, or equivalent experience.
- Experience requirements include twelve (12) years of experience as a police officer and three (3) years of supervisory police work.
- Certification by the Michigan Commission on Law Enforcement Standards (MCOLES), a valid Michigan driver's license, a valid Breathalyzer operator license and certification in First Aid and CPR are required.
- Knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- Knowledge of Federal and State laws and local ordinances and the limitations on police authority to effectively advise subordinates and meet public safety needs.
- Thorough knowledge of the principles, practices and procedures as applied to patrol, criminal investigations, crime prevention, crime detection and records management.
- Knowledge of personnel management techniques to plan, coordinate, assign, and supervise the work of department staff.
- Skill in the operation of police vehicles, communication equipment, and firearms. Must maintain State of Michigan mandated firearms qualifications.
- Must be able to respond to calls for service as required, including maintaining proficiency in the use and care of firearms.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
- Skill in supervising the work of others in routine and emergency situations.
- Ability to assess law enforcement needs and development and implement appropriate actions.

- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Ability to direct the work of others while leading and motivating a team.
- Must possess good moral character and refrain from the use of controlled substances.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to work effectively under stress and in emergency and confrontational situations.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgment and initiative.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
- Ability and willingness to be physically present on Island during the peak tourism season May – September, ensuring that no more than one (1) calendar week of vacation during that time.
- Must, upon competent examination, show no evidence of mental illness or developmental disability which would affect the performance of the essential functions of the position.

Physical and Mental 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 work environment can range from an office setting to dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to significant physical exertion associated with apprehending criminals. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job:

- Standing; walking; sitting; using hands to finger, handle, or feel; reaching with hands and arms; talking or hearing; climbing or balancing; stooping, kneeling, crouching, or crawling; tasting or smelling; lifting and/or moving objects of light to very heavy weight.
- At times, workloads can be extensive with limited time for response and/or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities.
- This position will have extensive contact with others.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Vision corrected to 20/20.

- At times will be exposed to outside weather conditions, including extreme heat, cold, high winds, etc. Will occasionally exposed to moving mechanical parts and animals; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; explosives; risk of radiation; and vibration.
- The noise level in the work environment can range from quiet to very loud.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to others. Safety of others depends entirely on correct action of employee on job, and carelessness may result in incidents causing total disability or death.