

## VILLAGE OF LAWTON

### Job Description

### POLICE CHIEF

**Supervised by:** Village Manager

**Supervises:** All departmental employees.

**FLSA Status:** Exempt (salary)

**Position Summary:** Under the general direction of the Village Manager, plans, develops, and directs a complete program of police services to protect the lives and property of the public and to preserve peace in the Village. Establishes and administers departmental policies, procedures, and regulations pertaining to police activities, department personnel, and overall department administration.

**Essential Duties and Job Functions:** An employee in this position may be called upon to do 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. Develops policies and procedures for the department in order to implement directives from the Village Council. Advises and assists the Village Manager and Village Council regarding law enforcement and crime prevention issues.
2. Plans, organizes, and directs the day-to-day operations of the police department. Plans and coordinates the work schedules of police officers and crossing guards.
3. Participates in and makes recommendations regarding the recruitment and hiring of personnel; supervises, trains, evaluates, and disciplines all department employees according to established procedures.
4. Prepares the annual police department budget request. Maintains records and compiles statistics. Prepares progress and activity reports as needed. Researches funding sources, develops grant applications and administers grant programs.
5. Keeps abreast of modern law enforcement methods, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate and coordinate professional training for department employees.
6. Establishes effective working relationships and exercises good judgment, initiative and resourcefulness when dealing with employees, village administrators, law enforcement colleagues, other governmental units, community leaders, the media and the public.

Serves as a spokesperson for the Village on police issues, answering inquiries from the public and media as deemed appropriate.

7. Develops long term plans to improve public safety operations, law enforcement, and crime prevention efforts.
8. Acts as a department representative on outside committees/commissions such as LASO and TAC.
9. Participates in labor negotiations and contract administration. Assists in the grievance process and with other labor relations issues as necessary.
10. Performs the duties of a Patrol Officer as needed; performs road patrol, issues tickets, warrants, and other citations, and directs and participates in investigations. Works varied shifts as needed and is available 24 hours a day on an on-call basis.
11. Collects, records, and reports employee timesheets and logs. Monitors departmental activity, compiles and assembles data, information and records.
12. Prepares regular status and special reports as requested by the Village Manager or Village Council, and as required by other entities. Attends Village Council meetings, completes special projects and makes presentations as requested.
13. Recommends and develops traffic control orders and speed limits throughout the Village.
14. Investigates all applications for liquor licenses.
15. Reviews and follows up on reports completed by patrol officers and ensures reports are submitted to Prosecutor's Office. Investigates complaints related to law enforcement activities. Investigates all internal affairs complaints made against departmental members.
16. Coordinates and supervises special activities and events involving investigative work, traffic control, parking restrictions and other activities in the village. Promotes community policing concepts by conducting meetings with neighborhood groups and individuals as well as implementing policies and procedures which strengthen community relations.
17. Directs and participates in the enforcement of all village ordinance violations such as but not limited to noise, animals, blight, unwholesome substance, smoke, noxious weeds, junk cars, parking, etc.
18. Acts as the Emergency Services Coordinator.
19. Works effectively under stress and in emergency and confrontational situations.

The job description is subject to change as the needs of the Village change.

**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 degree or equivalent in criminal justice, public administration and/or business administration or extensive related experience.
- Four or more years of progressively more responsible experience in the law enforcement field, including some experience with supervisory and administrative duties is required.
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards and a valid Michigan's driver's license are required.
- Thorough knowledge of the best practices, procedures, methods, and techniques associated with modern law enforcement.
- Thorough knowledge of public management techniques involved in budgeting, personnel administration, labor relations, and community outreach.
- Considerable knowledge of local, State, and Federal statutes, regulations and procedural requirements governing law enforcement activities.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of standard office equipment, including computers and related software, and the vehicles, equipment and other implements used in the line of duty.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain discipline, lead, and command employees effectively under emergency conditions, and work effectively under stress and within deadlines.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, victims, detainees, other law enforcement professionals, the media, and Village officials, administrators and employees.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays as necessary.
- Ability to effectively lead, motivate, train, supervise, and evaluate others.

**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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stand; walk; sit; talk and hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and or move items and objects of light to heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and to adjust focus.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions that may occasionally include wet and or humid conditions and extreme cold or heat. The employee may occasionally be exposed to high, precarious places, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment ranges from quiet to very loud.

Work is often performed in emergency and stressful situations. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Salary and Benefits:** Village offers a competitive benefits package including medical, dental, vision, short term, long term and life insurance as well as a retirement plan, vacation and sick time. Salary ranges from \$66,500 to \$72,000 DOQ.

Interested candidates are encouraged to apply by Friday, October 20, but position will remain open until filled. To apply, please email a resume, cover letter and three professional references to:

Clerk@LawtonMI.org - Subject: Village of Lawton Police Chief Search

OR mail to: Village of Lawton Police Chief Search; 125 S Main Street PO Box 367, Lawton MI 49065, ATTN: Village Clerk

Confidentiality must be requested but cannot be provided for those selected as final candidates. The Village of Lawton is an Equal Opportunity Employer.