

VILLAGE OF LAWTON POLICE DEPARTMENT, VAN BUREN COUNTY, MICHIGAN

POLICE CHIEF (FULL-TIME)

Opening Date: 2-18-2026

Closing Date: UNTIL FILLED

CONTACT INFORMATION

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269-624-6407

LAWTON POLICE DEPARTMENT

The Village of Lawton, located in southwest, Michigan, is a community with a population of 1,876 residents. The Village is seeking a Chief of Police to manage its Police Department. The Village operates under the Council-Manager form of government with the Police Chief reporting to the Village Manager. This is a working Chief position where he/she will be expected to answer calls for service as well as handling administrative/management duties. The police department employees 7 personnel (including the Chief) 3 fulltime and 3 part-time sworn personnel, and 3 crossing guards. The police department's areas of responsibility is 2.36 square miles.

POSITION SUMMARY

The Village is seeking an individual with managerial experience in the operation of a police department. The selected candidate must possess leadership skills, a dedication to community involvement, experience with intergovernmental cooperation, possess excellent communication and public relations skills, be a contributing member of the Village's management team, and have experience in budget preparation and control.

Responsibilities and duties also include, but are not limited to:

- Plan, organize and direct the operation of the Village Police Department.
- Plan and coordinate the work schedules of police officers to provide effective protection to citizens and their property.
- Review patrol reports completed by police officers to assure application of approved police practices and follow-up on unusual public safety situations.
- Participate in the selection, orientation and training of police department personnel and evaluate the performance of subordinates.
- Advise and assist officers in emergency or unusual work situations.
- Coordinate the purchase and maintenance of police equipment and facilities.
- Investigate complaints related to police activities and initiate remedial action as required.

- Prepare the police department budget request each year and maintain records of supplies, equipment and uniform expenditures.
- Submit reports to Village officials and police agencies, summarizing departmental statistics on the number and type of accidents, violations and other police matters.
- Coordinate Village police activities with those of other law enforcement agencies.
- Manage the staffing, schedules, and pre-school year meeting for school crossing guards.
- Advise and assist Village Council and Village Manager on matters relating to public safety.
- Plan, implement and participate in community education programs on various aspects of public safety.

REQUIRED TRAINING

Preferably includes an associate's degree with specialization in criminal justice, a bachelor's degree, or equivalent military training/experience, progressively more responsible experience as a police officer, with supervisory experience preferred, valid Michigan driver's license, and current MCOLES certification required.

MINIMUM REQUIREMENTS

- U.S Citizen
- Associate's degree preferred, or waiver of associate's degree for prior military experience.
- 21 years of age or older
- Must possess current Michigan Commission on Law Enforcement Standards (MCOLES) licensing or be licensable prior to job posting deadline.
- Must maintain a valid Michigan driver's license and have a good driving record.
- Must maintain State of Michigan mandated firearms qualification.
- Demonstrates dependability, reliability, professionalism, and ethical behavior.
- Ability to work successfully in a sometimes high-stress environment, handling multiple tasks and projects simultaneously.
- Excellent judgment skills in terms of interpersonal communications and ability to be flexible and adapt to changing work situations.
- Demonstrates knowledge and ability to apply constitutional law, substantive criminal law, criminal procedure, juvenile law, the law of evidence, criminal and non-criminal investigation techniques, court functions and civil law, crime scene processing, patrol procedures and techniques, civil liability, criminal and noncriminal report writing, court testimony procedures, parking violations and ticket writing procedures, motor vehicle crash investigation and

preparation of the Uniform Traffic Crash Report, and physical security procedures.

- Demonstrates experience working collaboratively with staff, students and the public with tact and courtesy.
- Effective oral and written communication skills.
- Must possess excellent customer service skills.
- Basic computer knowledge and experience using standard word processing software, such as Microsoft Word and use of e-mail systems.
- Ability to use discretion in regard to matters of confidentiality interactions and decision making.
- No Domestic Violence Convictions or Felony Convictions
- No drug use including marijuana/THC or illicit.
- Prior to the date of hire, selected candidates will undergo and must successfully pass a drug test, physical, psychological exam, and a thorough background investigation.

NEGOTIABLE BENEFITS

- Salary range of \$ 86,000 to 93,000 depending on qualifications
- Village of Lawton retirement available
- Paid time off
- Paid holidays
- Health insurance 80/20 or stipend paid for waiving health insurance
- Optical and Dental options available
- Uniform and duty gear provided
- Extensive continued training

HOW TO APPLY

Submit cover letter and detailed resume to The Village Hall Office. All entries must be submitted to the attention of Brittany Rathbun, Village Clerk, at brathbun@lawtonmi.org any questions can be directed to 269-624-6407.