

## **POLICE CHIEF JOB DESCRIPTION**

### GENERAL SUMMARY

This is a department head classification responsible for directing, planning, and organizing the activities of the Police Department of the Village of Stockbridge. Supervision is exercised over all subordinates within the Village Police Department. Reporting to the Village Manager, work is performed with extensive discretion using independent judgment within established laws, ordinances, policies, and procedures.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Directs the planning, organization, coordination, and operation of the Police Department, including patrol, traffic, criminal investigation, crime prevention, code enforcement, records, maintenance, community relations, and related activities
- Develops, implements, and enforces Department policies and procedures, periodically reviews Department policies and operating procedures and makes recommendations for improvement
- Conducts regular meetings with Department personnel
- Within the limits of delegated authority, is responsible for police personnel selection, promotion, training and development, safety, evaluation, and discipline of Department personnel
- Participates in preparing the annual Department budget and reviews and approves all department expenditures
- Prepares and reviews operational and administrative reports
- Answers inquiries and resolves citizen problems and complaints
- Works with county, state, and federal officers in the apprehension and detention of wanted persons and with other Village departments on police related activities
- Attends meetings and serves on committees, boards, and agencies related to crime prevention and law enforcement
- Speaks to citizen groups on police related issues and meets with the news media for interviews
- As a working chief, regularly performs patrol, investigative, and court appearance duties consistent with those performed by other patrol officers of the Department
- Performs other related duties as assigned by the Village Manager or by ordinance or resolution of the Village Council

## KNOWLEDGE, SKILLS, AND ABILITIES

The Village seeks a candidate with a Bachelor's Degree in criminal justice, business administration, public administration, or a related field from an accredited college or university and ten years of progressively more responsible experience in police service and supervision, or any equivalent combination of education, experience, and training that would provide the following knowledge, skills, and abilities:

- Possess and maintain a valid Michigan Driver's License
- Current valid Michigan Commission on Law Enforcement Standards Certification
- Knowledge of laws, rules, and court decisions relating to the administration of criminal justice and law enforcement
- Knowledge of the principles and practices of modern policy administration and methods
- Commitment to community policing
- Knowledge of the principles and methods of personnel management
- Strong organizational skills
- Ability to manage a budget and subordinates performing varied functions
- Problem solving skills in order to analyze problems and implement appropriate corrective action
- Strong communication skills (verbal and written) in order to communicate effectively with, and establish effective working relationships with, subordinates, coworkers, public officials, state and federal authorities, and citizens

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this 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 is frequently required to sit and talk or hear. The employee is also required to stand; walk; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 may frequently work in a climate controlled office environment, in a patrol vehicle, and may occasionally work outdoors, sometimes in inclement weather.

AUTHORIZATIONS



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Village Manager

Approved by Village Council on 07/11/2022

July 12, 2022

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Date