

**VILLAGE OF CENTRAL LAKE  
JOB DESCRIPTION**

**POLICE CHIEF**

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

**Reports to:** Village President

**Supervises:** Police Department employees

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Plans, organizes, and directs the day-to-day operations of the police department and develops, recommends and implements departmental programs, policies, procedures, rules and regulations.
2. Hires subject to Village Board approval, orients and manages Police Department staff. Schedules, assigns and evaluates work, identifies training needs and organizes training programs to ensure proper staff preparation. Maintains related training and personnel records.
3. Completes, reviews and follows up on all departmental reports, accident forms and citations.
4. Establishes and maintains departmental databases, completes filing and otherwise maintains departmental records and statistics, including video records. Enters and updates warrants, personal protection orders and other items in the LEIN system.
5. Investigates complaints, directs and participates in investigations, and processes and disposes of evidence according to established regulations.
6. Coordinates regularly with prosecutors and courts. Signs and presents warrants, delivers citations, oversees and assists in prosecutions and attends court proceedings as necessary.
7. Answers phones, receives walk-in visitors, responds to requests for information including Freedom of Information Act (FOIA) requests according to established procedures and processes other customer requests.

8. Attends and makes presentations at various meetings including Village Council to report on department status and activities, to promote public relations and to enhance police services and programs within the community.
9. Prepares and administers departmental budget and completes purchases according to established policies and procedures. Completes research, writes specifications, prepares bid packets in coordination with other departments and evaluates bids.
10. Coordinates preventive maintenance and repair activities for police fleet vehicles, equipment, apparatus and related tools. Maintains related records.
11. Serves as Traffic Engineer; issues traffic orders and conducts traffic studies.
12. Tracks projects and activities, collects data, prepares correspondence, presents monthly and annual reports and completes related administrative activities for the department. Submits all reports required by State and Federal law.
13. Researches, writes and administers grants.
14. Ensures coordination, compliance and communication with other local units, State and Federal agencies.
15. Responds to police emergencies, including those which occur outside of normal business hours. Working through subordinate officers, directs crime scenes, investigations and personnel at major scenes.
16. Performs the duties of subordinate officers as operational needs demand.
17. Performs other duties as required.

**MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- Associate's Degree or the equivalent in criminal justice or a related field.
- Five years in law enforcement or a related field. Substantial supervisory/command experience and administrative experience are strongly preferred.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- MCOLES and LEIN certification.

- Additional specialized training such as First Aid, CPR, SFST, Data master, radar and other topical areas required of Police Officers.
- Knowledge of the best practices, procedures, methods and techniques associated with law enforcement.
- Knowledge of local and State statutes, regulations and procedural requirements governing law enforcement activities.
- Skill in planning, directing and supervising the work of others and maintaining command in emergency situations.
- Skill in handling difficult public relations issues with tact and diplomacy.
- Ability to prepare budgets, collect data, prepare accurate reports and present information to groups in a public setting.
- Ability to utilize computers to manage data, prepare correspondence and complete general administrative duties.
- Ability to work constructively and interact professionally with subordinate employees, colleagues in other departments, elected officials, the general public, the media, and representatives of other public agencies.
- Ability to respond to emergencies or attend meetings outside of normal business hours.

**Physical Requirements and Work Environment:**

The physical demands and work environment 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 job.

An employee in this position spends a considerable amount of their time in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations to attend meetings.

This position is also required to work outside the office at crime scenes and other dangerous settings that may involve active pursuit, hazardous conditions including the discharge of firearms and other dangers associated with pursuing and apprehending criminals. An employee in this position must have the strength, stamina and physical coordination needed to pursue, restrain and apprehend dangerous criminals, and the sensory capabilities to conduct investigations.

Implemented: November 2011