

CITY OF BELLEVILLE

CHIEF OF POLICE JOB DESCRIPTION

Position Summary

This is a leadership position that is responsible for overseeing the executive direction and control of all police operations. The Chief establishes and maintains the organizational structure and shall ensure that command officers under his/her command maintain and support this structure and operates in a manner consistent with the department's rules, regulations, general orders or procedures.

Work requires the use of reasoned judgment and specialized knowledge and skills in appraising the effectiveness of the police department and administrative operations. Work is performed in accordance with established policies and procedures, but provides latitude for the evaluation and revision of policies and procedures to maintain proper best practices and risk mitigation in the field of law enforcement. The position directly reports to the City Manager.

Essential Job Functions, Duties and Responsibilities

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as a comprehensive list of all job duties performed in this position.

Core Duties and Expectations

Assumes executive management responsibility for all professional police services and activities provided to the public.

Prepare and present crime and operational based reports and other necessary professional correspondence to City Council via the City Manager.

Selecting, training, and evaluating police personnel; providing or coordinating police department staff training; working with supervision and employees to correct deficiencies; administering disciplinary action; reviewing performance of all personnel within the department.

Developing and administering a variety of training programs relative to assigned law enforcement activities.

Planning, directing, coordinating and reviewing the work plan for the Police Department; meeting with staff to identify and resolve departmental issues; assigning work activities, projects and programs; monitoring work flow; review and evaluate work products, methods and procedures.

Managing the activities of supervisory officers and promoting all the values contained in the department's mission.

Maintaining proficiency in firearms and law enforcement equipment training and required annual certifications.

Overseeing maintenance and repair work orders; inspecting equipment regularly; maintaining appropriate inventory levels of supplies and materials; monitoring police facility maintenance;

prepare bid specifications for major equipment and supplies acquisitions; preparing purchase orders and requisitions as necessary.

Monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assessing and monitoring work load, administrative and support systems and internal reporting relationships; identifying and acting upon opportunities for improvement.

Development and implementation of goals, objectives, policies, and priorities for the department; identifying resource needs; implementing policies and procedures; meeting with staff regularly to discuss future plans and progress toward goals and objectives.

Ensuring that personnel are aware of and comply with policies and procedures, general orders, rules and regulations. Creating and maintaining records to show policy compliance.

Communicating and promoting departmental programs, policies and activities to the media, City Manager, City Council, and concerned citizens.

Interpreting and applying federal, state and local policies, procedures, laws and regulations.

Development and administration of the budget for the department; directing, monitoring and approving expenditures and recommending necessary adjustments for the overall department budget; forecasting of additional funds needed for staffing, equipment, materials and supplies; preparing and administering grant applications and seeking other funding sources/programs.

Supervising the application for and administration of federal, state, and local grants.

Oversee the purchase requisition process relating to assigned function, personnel orders, leave requests, payroll and other administrative functions.

Preparing police related agenda items for City Council action.

Negotiating and writing contracts for supplemental services; preparing contracts for City Council Resolution and ensuring the process is completed.

Serving as a liaison for the Police Department with other City service areas and units, City Council, outside agencies, citizen groups, and local businesses; negotiate and resolve significant and controversial issues.

Proactive in community interaction.

Ability to coach, mentor or assist in the development of any employee at the Police Department.

Provides teaching, mentoring and motivation to other employees within the department through the sharing of knowledge, skills and information; is proactive in performing and improving his/her own duties and functions and leads projects and activities to improve the functions of the department.

Responding to inquiries from elected Officials upon direction of the City Manager.

Working with union and City Officials to develop and administer contracts and

resolve grievances; meeting with union representatives to identify potential problems within the department and develop a plan of action.

Developing contacts with other Police Executives in the region, and meet on a regular basis to enhance police services in the County and State.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Conduct a variety of organizational studies, investigations and operational studies; evaluate make modifications to programs, policies and procedures as appropriate.

Related Duties

Review, verify and approve police reports

Complete assignments directed by the City Manager

Lead and participate in community, departmental, and staff meetings

May review and interpret contract disputes and assist in contract negotiations as necessary

Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of City services and objectives

Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service

Foster meaningful interaction among people through the exchange of information to produce understanding

Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community

Continuous professional training for development and improvements in various capacities

Consistently work toward the common good of the organization and encourage others to do the same

Conduct themselves at all times in a professionally appropriate and respectful manner

Apply the proper safety/security practices according to established protocols, guidelines and policies

Maintains effective networking relationships with peers and other colleagues in and outside the City

Maintains effective working relationships with city officials, employees and the general public

Represents the City interests at various commissions, committees and other industry related events and activities

Demonstrates regular and predictable attendance

Drives personal vehicle or police vehicle as required

The above list of job requirements, duties and responsibilities, physical abilities and other abilities are meant to be representative only and not all encompassing. The City reserves the right to add to, delete from, change and/or amend the requirements, duties and responsibilities, physical abilities, and other abilities herein above set forth at any time and without prior notice.

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, duties and responsibilities of the position.

Knowledge

Specialized communication equipment

Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Safe work practices and procedures

Basic principles and practices of municipal budget preparation and administration

Personnel management policies and procedures including rules and regulations and contract administration

Principles of supervision, training and performance evaluation

Advanced law enforcement principles and the criminal justice system

Use of firearms and other police equipment

Operational characteristics, services and activities of a comprehensive patrol or investigations functions

Policies and procedures for Police Departments

Technical and administrative aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, care and custody of persons and property and environmental protection

Pertinent federal, state, and local laws, codes and regulations

Modern office procedures, methods and computer equipment

English usage, spelling, grammar and punctuation

Business letter writing and report preparation

Principles and procedures of record keeping and knowledge of the Freedom of Information Act

Applicable union contracts

Budget administration and preparing administrative and financial reports

Skills and Abilities

Operate specialized police communications equipment

Work under stress and use good judgment in emergency situations

Plan, organize, and manage time effectively

Resolve a variety of situations characterized by conflict or danger

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Assess emergency circumstances and develop, implement and direct appropriate response strategies

Manage critical incidents and high-risk situations

Use defensive tactics to protect self and others

Safely use, operate, and care for firearms, department vehicles and other technical equipment

Work in or around dangerous, unpleasant, and offensive environments

Apprehend or subdue potentially violent or dangerous persons or animals

Demonstrate physical strength and agility in order to perform duties as assigned

Establish and maintain effective working relationships with those encountered in the course of work

Work cooperatively, courteously, and professionally with all segments of the public

Read, interpret, and apply complex laws, procedures and policies

Communicate clearly and concisely by phone, police radio system, within a group, or one-to-one setting

Produce written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar

Comprehend basic math, apply and interpret statistical data

Plan, assign, direct and review the work of others

Utilize computer hardware and related software applications

Demonstrate best practices in report preparation, filing methods and records management techniques

Provide administrative and professional leadership and direction for the management of a patrol shift, the investigations function, or administrative services functions

Research, analyze, and evaluate new service delivery methods, procedures and techniques

Manage and coordinate the work of supervisory, technical and clerical personnel

Delegate authority and responsibility

Select, supervise, train and evaluate staff

Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, and general public and media representatives

Interpret and apply federal, state and local policies, procedures, laws and regulations

Minimum Qualifications

Possession of a valid driver's license.

Active certification as a police officer by MCOLES.

Bachelor's degree in criminal justice, police science, public administration, police administration or a related field from an accredited college or university.

A minimum of 10 years of experience in law enforcement with a minimum of 5 years of supervisor/command officer level experience with a law enforcement agency.

Graduation from Northwestern University or EMU School of Police Staff and Command, or the FBI National Academy is preferred.

Salary Range: \$72,500 - \$82,500

How to Apply:

Candidates shall submit a letter of interest and a resume which demonstrates how they meet the qualifications of the position.

Submittals shall be addressed to City Clerk at 6 Main Street, Belleville MI 48111 or via email at clerk@bellevilleonthelake.com.

The city will be accepting Applications until the position is filed. Applicants meeting the described qualifications will be contacted to schedule an interview.

Any questions should be directed to the City Clerk, Briana Hootman, at (734) 697-9323 ext. 7010