

CITY OF GRANT
Chief of Police

General Summary

Reports to: City Manager

Supervises: Department Personnel

FLSA Status: Exempt (Salary)

Under the general supervision of the City Manager, the Chief of Police is responsible for the administration and supervision of all aspects of departmental operations including: department administration, budgeting, internal investigations, responding to citizen complaints, personnel administration, departmental scheduling and assignments, training, and equipment supervision/acquisition. Additionally, the Chief of Police will perform duties and responsibilities as required by state and federal law and local ordinance and will ensure conduct of the Grant Police Department is in accordance with federal and state laws and local ordinances. This description may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, and/or modified at any time.

Essential Job Functions

An employee in this position may be called upon to do any or 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. Plans, organizes, and directs departmental operations including personnel, equipment, evidence, records, budgeting, planning, and general administration. Develops and implements policies and procedures in accordance with City, state and federal regulations.
2. Directs the recruitment and hire of department personnel. Working through a command structure, ensures coordinated work assignments, appropriate supervision, and training and professional development opportunities. Takes disciplinary or corrective action according to established procedures.
3. Researches and recommends ordinances and crime control strategies. Attends City Commission and other meetings as necessary, completes special projects, prepares status reports and makes presentations.
4. Maintains cooperative relations and coordinates police activities with other departments, agencies within the criminal justice system and peer agencies to ensure integrated service delivery and consistent application of law enforcement policies. Establishes and administers mutual aid compacts and contingency plans with other jurisdictions. Serves on various committees and boards.
5. Keeps abreast of modern policing methods, new administrative techniques, new technology, and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.
6. Develops proactive community relations programs and/or strategies. Identifies and addresses citizen issues and complaints as well as community priorities and concerns, and participates in civic organizations as appropriate.
7. Acts as Department spokesperson, establishing and maintaining effective relationships with citizens, news media, community groups, City officials, employees, and other interests.
8. As a working Police Chief, performs the duties of a Patrol Officer, as needed; performs road patrol, answer calls for service, issues tickets, warrants, and other citations, and directs and participates in investigations.

9. Responds to public safety emergencies and major crime scenes or accidents on an on-call basis. Establishes and utilizes a well-defined command structure and related procedures for emergency situations.
10. Performs other duties as required.

Required Knowledge, Skills, and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. This job requires the ability to perform physically the essential functions contained in this description, with or without reasonable accommodation. These include, but are not limited to, the following:

1. Associates degree in criminal justice or a related field and a minimum 3 years of progressively responsible supervisory/administrative experience, or an equivalent combination of education and experience.
2. Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.
3. Michigan Vehicle Operator's License.
4. Thorough knowledge of the principals, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
5. Thorough knowledge of the best practices, procedures, methods, and techniques associated with modern law enforcement.
6. Thorough knowledge of public management techniques involved in budgeting, personnel administration, and community outreach.
7. Considerable knowledge of local, State, and Federal statutes, regulations and procedural requirements governing law enforcement activities.
8. Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
9. 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.
10. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
11. Ability to maintain discipline, lead, and command employees effectively under emergency conditions, and work effectively under stress and within deadlines.
12. 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 City officials, administrators and employees.
13. Ability to work shifts of varying lengths and different times of the day, including weekends and holidays as necessary.
14. 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, blood borne pathogens, bodily fluids, and dangerous law enforcement situations. 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.