

**VILLAGE OF ALMONT
JOB DESCRIPTION**

**POLICE CHIEF
EXEMPT EMPLOYEE**

Supervised by: Village Manager

Position Summary:

Under the general supervision of the Village Manager, the Chief of Police shall provide leadership, organizational management, and departmental oversight to the Village of Almont Police Department. The Chief performs highly responsible supervisory and administrative work including a complete program of planning, organizing, and directing the activities of the Police Department. Work involves the responsibility for the efficient operation of the Police Department and assuring that law and order are maintained; that laws and ordinances are enforced; and that measures are carried out to prevent crimes and to protect lives and property.

Essential Job Functions:

The Police Chief's duties include (but are not limited to) the following essential job functions:

1. Plans, directs, supervises and manages the operation of the Police Department, coordinating functions and activities through consultation with subordinate officers.
2. Plans, directs, and assists in the prevention of crime, apprehension of law violators and other police activities.
3. Works collaboratively with the Village Manager, Village Council, and Village staff to develop and implement plans for enhancing the performance of the department.
4. The Chief shall complete special projects, and makes presentations as may be assigned by the Village Manager.
5. Develops long term plans for improving organization and operations and to obtain more effective enforcement of laws and ordinances.
6. With the Village Manager, monitors and oversees the department budget, develops and follows purchasing procedures, and writes and administers grants as appropriate.

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7. Recommends policies and actions to the Village Manager and confers regarding various practices and procedures.
8. Issues commands and oversees their proper performance.
9. Receives and investigates complaints regarding department policies, procedures, and employees.
10. Ability to use tact and diplomacy and to communicate well orally and in writing.
11. Analyzes trends and frequencies of crimes and plans corrective actions.
12. Carries on activities in the development of good public relations, the promotion of good will, including making public addresses, writing press releases, and other activities.
13. Trains, schedules, disciplines, monitors, and evaluates work performance of departmental personnel and make recommendations for personnel actions.
14. Supervises the purchase, maintenance and allocation of police equipment, vehicles and supplies. Develops specifications and administers the purchasing process according to established procedures. Maintains inventory of supplies and prepares purchase orders.
15. Plans and coordinates the recruitment and training of police personnel.
16. Oversees the preparation of uniform crime statistic reports, other records and correspondence including FOIA requests in accordance with the adopted retention schedules.
17. Cooperates with State and Federal law enforcement officers in the apprehension of suspects and criminals.
18. Coordinates and supervises special activities involving investigative work, traffic control, parking restrictions, and other activities.
19. Acts as Traffic Engineer as specified in the Uniform Traffic Code for Cities, Townships, and Villages of Michigan.

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20. Attends meetings, workshops, and seminars as assigned including regular meetings of the Village Council, County Chief's meetings, etc.
21. Reviews and responds to union grievances as appropriate under the terms of the collective bargaining agreement.
22. Performs all duties and responsibilities of a Police Officer which may include road patrol.
23. Performs related work as required or assigned by the Village Manager.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The minimum qualifications for the position of Police Chief include the following:

- Thorough knowledge of the principles, practices and procedures of modern law enforcement and administration.
- Thorough knowledge of applicable Federal, State and local laws and ordinances and of the limitations on police authority.
- Knowledge of scientific methods of crime prevention and detection, of the use of firearms, communication and automotive equipment used in modern police work.
- Ability to plan, coordinate, assign and supervise the work of subordinates engaged in a variety of tasks.
- Ability to effectively present information relating to departmental activities.
- Ability to work effectively with other officials, employees, and the general public.
- Familiarity with CLEMIS.
- Ten (10) years' progressively responsible experience in law enforcement.
- An Associate's Degree or equivalent level of training and experience in criminal justice, public administration, or a related field.
- Appropriate certification by the State.
- A valid Michigan driver's license.
- Ability to pass a thorough background check, credit check, and fitness for duty exam.
- Demonstrated experience in financial planning and analysis with previous experience overseeing personnel management, information, technology, and a diverse police department.
- Skills in organizational development, personnel management, mentoring, and budgeting

Physical Demands and Work Environment:

The following physical demands and work environmental are characteristic to the Police Chief position:

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This position regularly works 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. However, the position could also include highly dangerous law enforcement situations. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records, and is regularly required to travel to other locations.

Physical demands, therefore, range from sitting in an office or vehicle to physical exertion which could include apprehending criminals. The following physical demands and environmental characteristics will be encountered by employees at varying frequencies while performing the duties of this job: standing; walking; sitting; using hands to finger, handle, or feel; reaching with hands and arms; talking or hearing; climbing or balancing; stooping, kneeling, crouching, or crawling; tasting or smelling; lifting and/or moving objects of light to very heavy weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

An employee in this position is also required to work outside the office at field sites, and travel to other locations. The employee may be exposed to adverse weather conditions, fumes or airborne particles, toxic or caustic chemicals, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud. May be required to deal with people in various states of intoxication, emotional, and mental conditions. Exposure to environments in various states of cleanliness, hygiene, and disrepair.