

CITY OF BROWN CITY

APPLICATION INSTRUCTIONS: *Applications are to be submitted in person or via email.*

BROWN CITY POLICE DEPARTMENT

Position: Chief of Police

Salary: Dependent on experience and can be negotiated (No less than \$26 / hour)

Status: Exempt

OPENING DATE: 02/23/2026

CLOSING DATE: *First review of candidates will be on Thursday, March 12, 2026.*

CONTACT INFORMATION:

<i>Lieutenant Marc Perez</i>	<i>-or-</i>	<i>City Manager Kyle Harris</i>
mperez@cityofbrowncity.net		kharris@cityofbrowncity.net
(810) 414-1955		(810) 346-2325

ABOUT THE BROWN CITY POLICE DEPARTMENT

The Brown City Police Department is looking for a qualified candidate to fill our Chief of Police role. We are looking for a candidate with positive and professional demeanor, good moral character, and sound judgement. Brown City is a small community that provides the opportunity to build strong bonds and make a positive difference within the community.

The Brown City Police Department is a small 7-day a week department that works 8-hour shifts.

POSITION SUMMARY

In Brown City, Michigan, the Chief of Police reports to the City Manager and serves as the department's highest-ranking Law Enforcement official. The position is responsible for overseeing all law enforcement operations, administrative functions, and community relations. Unlike larger agencies where duties are divided among multiple command staff, a small-town chief often manages patrol oversight, investigations, budgeting, policy development, state reporting requirements, compliance matters, personnel supervision, and coordination with courts and city officials—frequently with limited staffing and resources. The position requires strong leadership, sound judgment, administrative competence, and the ability to navigate local government dynamics while maintaining public trust. Due to the broad scope of responsibility, constant accountability, and high visibility within the community, the role can be both professionally demanding and mentally taxing, requiring resilience, organizational skill, and a deep commitment to public service.

MINIMUM REQUIREMENTS

- Valid state law enforcement certification (MCOLES)
- Active or eligible peace officer license
- No disqualifying criminal history
- Valid driver's license
- Ability to pass extensive background, medical, and psychological evaluations

Experience Requirements

- 5+ years in law enforcement
- 2+ years in supervisory/command roles (Sergeant, Lieutenant, Captain, etc.)
- Demonstrated leadership in operations, investigations, or administration
- Experience in small or mid-size departments (often preferred for small towns)

Education & Training

- Associate's degree or greater (Criminal Justice, Public Administration, Leadership, etc.)
Bachelors preferred.
- Command-level training programs
- FBI-LEEDA, Northwestern School of Police Staff & Command, or similar leadership schools
- Ongoing in-service and executive training

Administrative & Management Skills

- State and federal reporting
- Accreditation/compliance (if applicable)
- Grant writing and management
- Budgeting and purchasing
- Policy development
- Records management
- Personnel administration
- Court and prosecutor coordination

This is especially critical in small departments where the Chief of Police handles all listed responsibilities personally.

Leadership & Professional Qualities

- Strong ethical standards
- Sound judgment under pressure
- Emotional resilience and stress management
- Conflict resolution skills
- Ability to work with city officials and the public
- Transparent and accountable management style

Community & Political Awareness

- Experience working closely with city council and city manager preferred
- Understanding of municipal governance
- Ability to navigate local politics professionally
- Community-oriented policing mindset

BENEFITS

- Paid holidays (Full-Time Officers)
- Extensive continued police education training
- Retirement (Full-Time Officers)
- Dental (Full-Time Officers)
- Vision (Full-Time Officers)
- Uniform Allowance
- Sick / Personal Time (Full-Time Officers)
- Vacation Time (Full-Time Officers)
- Flexible Working Schedule

Chief of police is to have a negotiated and approved contract prior to appointment.

HOW TO APPLY

Please reach out to Lieutenant Perez via email (mperez@cityofbrowncity.net) for a copy of our employment application, visit our city website or obtain a copy of our application in person!

Applications and city information are available online at: (www.cityofbrowncity.net)

Completed application and additional application materials (resume and any other pertinent documents) must be submitted to the attention of (***Lieutenant M. Perez / City Manager Kyle Harris***) or can be dropped off in-person at City Hall (***4205 Main St. Brown City Mi. 48416***)

***THE CITY OF BROWN CITY IS AN EQUAL
OPPORTUNITY EMPLOYER.***