

Job Description

POSITION: Chief of Police

GENERAL SUMMARY:

Chief law enforcement officer for the City of Brown City charged with direct oversight and control of Police Department including budgets, inventory, and personnel.

ESSENTIAL FUNCTIONS:

- Assist the City Manager with development of operational and capital budgets for department
- Inventory control of all necessary supplies needed for operation of department
- Hire, supervise, report, evaluate, and discipline department personnel
- Organize and conduct training of officers
- Development of department policies in accordance with City Council guidelines
- Preparation of required reports and reporting forms
- Development of patrol schedules and work assignments of patrol officers
- Maintain accurate records on all police investigations
- Direct all police activities including patrols, complaint intakes, and investigations
- Perform all law enforcement functions including patrol, investigation, and interrogation
- Maintain effective community relations
- Development of crime prevention programs
- Provide assistance to neighboring governments per mutual aid agreements
- Report on departmental activities to the City Council as requested
- Serve as City representative to various related boards and commissions with all required duties there associated
- All duties as required by City ordinances
- Other duties as assigned by the City Manager

KNOWLEDGE, SKILLS & ABILITIES:

- Valid Michigan driver's license
- Able to read and comprehend operating and technical manuals
- Able to communicate knowledge and experience in an effective manner during training
- Experience with Windows compatible computers
- Able to meet physical requirements of police duty
- Knowledge of federal, state, and municipal criminal and traffic laws
- Able to lift at least 50 pounds

ENTRY LEVEL REQUIREMENTS

- Graduate of a Michigan Law Enforcement Program
- Certified law enforcement officer
- Two or four year degree in law enforcement or criminal justice
- Minimum five years law enforcement experience with three years administrative experience

WORKING CONDITIONS

- Report to City Manager
- On call at all times for back up and emergencies
- Work flexible hours including some nights, early mornings, weekends, and holidays
- Regular interaction with abnormal human behavior
- Duties may be hazardous and life threatening
- Perform duties in all weather conditions
- Bloodborne Pathogen Classification II: There may be exposure to blood, body fluids, or tissues. Employee will be required to take necessary training and any required vaccinations, paid for by the City of Brown City.