



Chief of Police

Job Description

Department: Police Department
Supervised By: City Manager
Supervises: Sergeants, Detective, Administrative Staff
Bargaining Unit: None
FLSA: Exempt
Status: Full-time

General Summary:

The Chief of Police plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The position of Chief of Police is a sworn, uniformed, department head level position and key member of the Leadership Team, who reports directly to the City Manager. The ideal candidate would understand their primary purpose is to serve the community, achieved only by connecting with, motivating and leading their team effectively. This position is required to be very visible in the community and is also expected to respond to calls for service, if required, to support their team.

City of Mason:

More than any other criteria, the City of Mason values candidates that are the best fit for our organization. **Our purpose is being committed to serving our neighbors.** The values that are essential to achieving our purpose are:

- **One City:** Our employees are essential and different perspectives make us stronger.
- **Solution Mindset:** Our team has the confidence to seek solutions.
- **Whole Person:** Our culture prioritizes professional development and work-life balance.

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. Manages the overall administration and operations of the Police Department with integrity and honesty. Advises and develops staff to ensure continual professional growth in related disciplines. Oversees and evaluates the performance of the department personnel, including retention and recruitment strategies.
2. Subject to review and approval of the City Manager, establishes goals, direction, and activities of the department. Develops and implements departmental policies, administrative rules and regulations governing personnel, standards of performance, operational procedures and other activities. Implements short and long-term plans, including evaluating special assignments and appropriate equipment, to achieve City initiatives in response to community, safety and emergency needs.
3. Recommends, develops, administers, and reviews the departmental annual budget. Forecasts needs, allocates funds based on departmental goals and priorities, monitors and approves expenditures within the parameters of the approved departmental budget, and recommends adjustments as needed.

Ensures applications for grants from federal, state and other agencies are consistent with authorized departmental appropriations.

4. Engages and interacts with other criminal justice agencies with common jurisdiction to ensure that criminal justice goals are consistent and coordinated.
5. Prepare and submit periodic reports as required by the State or to the City Manager upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
6. Represents the City and makes public presentations to community and neighborhood groups, social service agencies, etc. upon request. Serves as a liaison to neighborhoods and commercial areas regarding law enforcement needs. Provides and recommends public communication, including drafting Press Releases, on police related issues to the City Manager with a focus on the victims of crimes.
7. Assesses community crime prevention and traffic safety needs. Investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service. Recommends new or revised programs and activities. Acts as the City's Traffic Engineer, planning and directing activities to ensure the safe and efficient flow of traffic within the city limits.
8. Advises and assists in complex criminal or other investigations as required. May assume direct command of forces in emergency situations or major law enforcement operations as needed.
9. Administers labor relations, internal review and legal issues ensuring department operations are consistent with current laws and regulations. Participates in the collective bargaining negotiations process and contract interpretation. Participates and makes recommendations to the City Manager in personnel matters relating to disciplinary action of police personnel.
10. Works closely with the City Manager, other City departments and various citizen groups to develop police and community programming to achieve required results. Proposes and advises the City Manager of the practicality and impact of proposed policy changes.
11. Completes special projects and other duties as assigned.

Required Knowledge, Skills, and Abilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Extensive knowledge of the principles, standards, and practices of modern police administration and police management.
- Thorough knowledge of the principles, practices, and procedures as applied to patrol, traffic control, and criminal investigations, crime prevention, and records management.
- Advanced knowledge of applicable federal, state and local laws, police methods, procedures and police administration; skill in the application of this knowledge.
- Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
- Ability to direct the work of others while leading and motivating a team.
- Ability to develop and maintain collaborative working relationships with all levels of staff, management, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.
- Strong analytical skills with the ability to analyze complex issues and make sound recommendations.

- Strong written and verbal communication skills. Must have the ability to communicate and facilitate effectively with diverse audiences.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to analyze financial, budgetary, administrative, legal and organizational data to recommend appropriate action.
- Must be able to respond to calls for service as required, including maintaining proficiency in the use and care of firearms. Must be able to meet firearms performance standards established by Department policy.
- Must have the ability to maintain professional composure and take reasonable action when confronted with difficult situations.
- Must possess good moral character having never been convicted of a felony or serious traffic offense. Must refrain from the illegal use of controlled substances.
- Ability to work under pressure with interruptions and within short timeframes.
- Ability to maintain highly confidential/sensitive information and work independently while exercising good judgement and initiative.
- Ability to learn the City geography, demographics, and neighborhood patterns.
- Ability and willingness to respond to situations twenty-four (24) hours a day, seven (7) days a week.
- Must, upon competent examination, show no evidence of mental illness or developmental disability which would affect the performance of the essential functions of the position. A police officer must remain free of emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties, or which might endanger the lives of others or the law enforcement officer.

Minimum Qualifications:**Education:**

- Bachelor's degree from an accredited college or university in criminal justice, law enforcement, public administration or closely related field. Master's degree desirable.
- Attended or have obtained formal training in police executive and/or police management such as: a recognized Staff and Command course, Police Leadership course, or related Executive Leadership course.
- The employee must establish and maintain certification as law enforcement officer with the Michigan Law Enforcement Officer's Training Council within three (3) months of hire.
- The employee must possess a valid Michigan motor vehicle operator's license.

Experience:

- A minimum of ten (10) years of experience in law enforcement is preferred, which can include drug investigation and enforcement activities, community relations, multi-jurisdictional activities or similar environmental experience.
- Demonstrated progressive promotion and advancement in responsibilities and rank. A minimum of three (3) years of law enforcement supervisory experience required.
- Strong working knowledge of MS Office (Word, Excel, Access and PowerPoint) required. Ability to gain proficiency departmental systems and enterprise systems required.

Location:

- Preference will be given to candidates that are currently located or willing to relocate within 6 months to the City of Mason.

Physical and Mental Demands and Work Environment:

The physical and mental demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

- Duties will require the ability to regularly sit, stand, walk, reach with hands and arms and talk or hear on the phone and in person.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, depth perception and the ability to adjust focus. Vision corrected to 20/20.
- This position will have extensive contact with others.
- At times, workloads can be extensive with limited time for response/and or action. Position requires prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities
- While assisting sworn personnel, the position may work under precarious circumstances and near high speed vehicles or equipment. May require the ability to perform duties that may require running, climbing, stooping, kneeling, stepping over uneven ground, and physically confronting and restraining combative individuals.
- At times will be exposed to weather elements including extreme heat, cold, high winds, etc. May be exposed to fumes, chemicals, noise, and bodily fluids such as blood.
- Ability to lift, carry or drag up to 50 pounds.
- Compliance with normal safety precautions necessary to prevent lost-time accidents to others. Inattention or careless operations may cause loss-time injury to others. Safety of others depends entirely on correct action of employee on job, and carelessness may result in incidents causing total disability of death.

The City of Mason will provide equal employment opportunities to qualified persons without regard to race, creed, color, sex, age, religion, national origin, sexual orientation, gender identity, family medical history and genetic information, disability, marital status, height, or weight as required by applicable law.