



# Chief of Police

---

|                         |   |
|-------------------------|---|
| <b>Department:</b>      | Police Department                                     |
| <b>Supervised By:</b>   | City Administrator                                    |
| <b>Supervises:</b>      | Sergeant, Detectives, Clerical Staff, Police Officers |
| <b>Bargaining Unit:</b> | None  |
| <b>FLSA:</b>            | Exempt  |
| <b>Status:</b>          | Full-time   |

## **General Summary:**

Under the direction of the City Administrator, the Chief of Police is responsible for the overall administration and executive activity of the police department. The police chief performs a variety of complex, administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. It is the responsibility of the Chief of Police to foster an atmosphere of mutual respect and trust between citizens, community leaders and the police; forming partnerships to address problems of crime, fear of crime, drugs, and social disorder. The work involves the efficient operation of the police department through control of its activities; to maintain order, enforce laws and ordinances and undertake initiatives to proactively prevent crime and protect lives. The Chief of Police strives to provide an ethical, people-orientated work environment where department employees may enjoy their jobs, utilize their talents, respect one another and grow as individuals.

## **City of Mason:**

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- Our Mission: We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- Our Vision: The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- Our Values: We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

## **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. Plan, coordinate, supervise, and evaluate police department operations.
2. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City Council or Business administrator.
3. Plan and implement a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.
4. Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.

5. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
6. Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
7. Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment.
8. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.
9. Coordinate and supervise the training, assignment, and development of subordinate police officers.
10. Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.
11. Prepare and submit periodic reports to the City Administrator upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
12. Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
13. Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the City Police Department in a variety of local, county, state and other meetings.
14. Cooperate with County, State and Federal law enforcement agencies as appropriate where activities of the police department are involved.
15. Coordinate activities with supervisors and other City departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies. Obtain advice from the City attorney, Court Administrator, and Municipal Prosecutor's Office regarding cases, policies and procedures.
16. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
17. Direct investigation of major crime scenes.
18. Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
19. Perform the duties of subordinate personnel as needed.
20. Analyze and recommend improvements to equipment and facilities, as needed.
21. Perform other essential tasks as identified by the Michigan Law Enforcement Officers

Training Council's Job-Task Analysis.

22. Formulate and draft rules, regulations, policies and procedures to govern the daily operations of the police department which comport with the law and contemporary professional standards.
23. Create the police department's annual budget exercising fiscal responsibility and efficient use of financial resources. Ensure that the operation of the police department stays within the budgetary constraints.
24. Communicate effectively with a wide variety of individuals and organizations including the Mason City Council, church, school and civic groups, to provide opportunities for exchange of ideas and to explicate the activities of the department.
25. Act as the city Traffic Engineer, planning and directing activities to ensure the safe and efficient flow of traffic within the city limits.
26. Confer with the City Administrator making recommendations, giving counsel and otherwise assisting in solving problems affecting the community. As a department head, the Chief of Police is a member of the city's management team sharing in many administrative concerns.
27. Guide the members of the police department as they accomplish the police mission. Provide competent advice on issues of law and police procedure to enable those under their charge to perform effective and professional service.
28. Assist other city officials and departments as necessary.
29. Participate in various committees.
30. Ensure that no sexual harassment takes place within an area of responsibility.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Employee must have a Bachelor's degree in Police Science, Law Enforcement, Criminal Justice, Public Administration, or a closely related field from an accredited college or university, and ten (10) years of experience in police work, three years of which must have been equivalent to lieutenant or higher.
- The employee must establish and maintain certification as law enforcement officer with the Michigan Law Enforcement Officer's Training Council.
- The employee must possess a valid Michigan motor vehicle operator's license.
- Considerable knowledge of applicable federal, state and local laws, police methods, procedures and police administration; skill in the application of this knowledge.
- Must possess good moral character having never been convicted of a felony or serious traffic offense.
- Must be able to maintain emotional control under extreme stress; have the ability to react

quickly and calmly in emergency situations.

- Employee must refrain from the illegal use of controlled substances.
- Must maintain proficiency in the use and care of firearms. Must be able to meet firearms performance standards established by Department policy.
- Must be able to work effectively with other employees and the general public.
- Must have thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Ability to train and supervise personnel.
- Ability to perform work requiring good physical condition.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to give verbal and written instructions.
- Ability to make independent judgments which have critical impacts on the organization.
- 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.

#### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***While performing the duties of this job, the employee is regularly required to be able complete the following physical requirements.***

- Ability to ascend or descend ladders, and the like, with ease and agility.
- Ability to maintain body equilibrium to prevent falling from precarious situations that may occasionally arise.
- Ability to lower the body to floor level and move about, kneel, crouch and crawl. Ability to extend one's arm(s) in any direction and an ability support oneself in an erect position.
- Ability to bend downward and/or forward and ability to move short and long distances to accomplish tasks.
- Ability to substantially press against an object with steady force in order to thrust forward, downward or outward.
- Ability to raise substantial objects from a lower to higher position or move objects horizontally from position-to-position.

- Ability to be subject to substantially repetitive motions of the body or its part.
- Ability to manipulate small objects precisely by whatever means. Ability to apply considerable grasping-type pressure to an object.
- Ability to perceive attributes of objects, such as size, shape, temperature, or texture by tactile (touch) means. Ability to perceive the nature of sounds with no less than a 40 db loss at 500 Hz, 1,000 Hz, and 2,000 Hz with or without correction.
- Ability to walk on wet or varied surfaces.
- Ability to express or exchange ideas by means of the spoken word.
- Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
- Possess 20/20 corrected vision in each eye.

***While performing the duties of this job, the employee will be regularly exposed to the following working conditions and environmental factors.***

- Frequently exposed to inside environmental conditions.
- Frequently exposed to outside environmental conditions.
- Frequently exposed to weather and temperature changes—as activities occur both inside and outside.
- Occasionally exposed to cold; temperatures that may be below 32 degrees for periods of more than one hour.
- Occasionally exposed to heat; temperatures that may be above 100 degrees for periods of more than one hour
- Frequently exposed to noise.
- Frequently exposed to vibration – exposure to oscillation movements of the extremities or whole body.
- Occasionally exposed to hazards, such as proximity to moving mechanical parts, electrical current, working on ladders or elevated platforms.
- Occasionally exposed to atmospheric conditions, such as fumes, odors, dusts, gases or poor ventilation.
- Constantly required to wear safety equipment, such as bullet resistant vests.
- Occasionally required to wear respirators.
- Exposure to lost-time accidents possible; such as severe injuries to back, eye, hand, leg or foot; loss of finger, carpal tunnel etc.

- Exposure to incidents which may result in total disability or death.
- 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 or 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.*

Revised: September. 2013  
Revised: January 2018