



## Job Description: Chief of Police

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### **JOB DESCRIPTION**

#### **Position, Purpose, and Objectives:**

The Chief of Police is responsible for the direction and leadership of the Chocolay Township Police Department. The Chief of Police is the leader of a dedicated and diverse group of professionals who are committed to ensuring that Chocolay Township continues to be a safe and desirable place to live, work or visit. The Chief of Police will lead this department based on a set of core values being Integrity, Professionalism, Fairness, Impartiality, Teamwork, Efficiency, Advocacy and Empathy. The Chief of Police will endeavor to instill these core values in the officers and staff he/she has been appointed to lead to provide an environment where all persons can perform their responsibilities free from any type of harassment, injury, or victimization from the criminal activities of any person or entity. The Chief of Police will foster an environment that encourages each officer and staff member to seek self-improvement and training so that all could take on a leadership role within the department and community. The Chief of Police assists and supports the Township Manager by providing the leadership and oversight necessary to ensure the department has appropriate procedures, processes, and systems in place so the department can make informed decisions and achieve its overall goals. The Chief of Police also serves as a member of the Township Leadership Team.

#### **Direct Reports include:**

Police Sergeant, Patrol officers (full and part-time) Police Administrative Assistant / Accreditation Manager

#### **Essential Job Functions:**

**Lead and oversee all activities of the Police Department to advance the Department's daily mission and core values for the benefit of the community. Comply with legal and regulatory standards while managing exposure to risk.**

- Oversees, through supervision, the commitment of the department and staff to make Chocolay Township a safe and desirable place to live, work or visit. Partner with the community to identify, solve problems and improve public safety by maintaining and strengthening the department's reputation for excellence in operation.
- Plans and directs all administrative and technical activities of the Police Department; develop and implements internal polices procedures, other operating practices, rules, and regulations for police operations based on the core values, mission and vison of the Police Department and the community.
- Fosters excellent communications, working relationships and personal connections with employees. Ensure consistent implementation of both the department's policies, procedures,

written directives and the Township personnel policies, vision, and direction as put forth by the Township Manager and or Board of Trustees.

- Fosters excellent relationships working cooperatively with Federal, state, county, city, tribal and other regional jurisdictions, or agencies, public or private, to resolve common police or community problems as they may relate to the health, safety, and wellbeing of the community.
- Acts as administrator of professional contracts with state agencies or private contractors/vendors to access, and/ or have available needed tools to accomplish the department's legal mandate.
- Participates with local citizen groups to hear problems or concerns. Offer suggestions, direct department resources and/or seek other outside assistance to address these situations.
- Assist in reporting agency-wide compliance with Michigan Department of Transportation, Marquette County Road Commission, City of Marquette, Department of Labor, and lead any resource coordination required.
- Limits the agency's exposure to risk, proactively identifying risks and establishing internal controls for mitigating exposures.
- Creates and promotes a culture of teamwork, continuous improvement, collaboration, and proactive problem solving. Assist the Township Manager with change initiatives and improvements to better serve our residents.
- Must perform all the duties of a road patrol officer, including special events or special assignments such as snowmobile patrol, community block parties, or other events as they present themselves.
- May at times be required to represent the Police Department or Chocolay Township at community events, or groups and associations on a county, state, or federal level.

**Provide senior leadership and supervision for the Police Department for the purpose of developing a high-performing team that can deliver operations effectively and efficiently in a changing environment.**

- Model appropriate behaviors to foster a positive, supportive workplace culture.
- Inspire staff to enhance employee development, education, and engagement. Help staff understand the departmental values, ideas, and goals. Help staff understand how their role contributes to the overall success of the team and impacts our community. Translate the Township's strategic goals into departmental direction.
- Encourage reflection and innovation in order to create an atmosphere of learning, growth, and continuous improvement. Identify emerging trends, challenges, and opportunities to experiment with or challenge conventional thinking.
- Ensure effective communication and coordination within the department and other departments within the Township Administration, Senior Leadership Team, Township Boards, and outside partners.
- Foster delegation and empowerment for staff in order to encourage staff growth, organizational productivity, and succession building.
- Ensure recognition of staff, celebrating employee engagement, pride, loyalty, and commitment to team and community.
- Design a succession plan that helps staff reach their potential in order to enhance individual and organizational capacity. Provide clear expectations, coaching, and feedback to direct

reports in order to build on strengths and foster continuous learning. Hold staff accountable for decisions, behaviors, and actions.

**Ensure effective approaches to resource management throughout the department for the purpose of delivering agreed upon results.**

- Work to ensure the department delivers agreed-upon results with the appropriate balance of quality, cost, and timeliness. Oversee the implementation of key projects or initiatives.
- Establish appropriate vertical and lateral communication flows to ensure effective and efficient workload scheduling, while keeping in mind employee morale and burnout.
- Demonstrate strong fiscal management including overseeing budgets, monitoring and managing fiscal resources, deadlines, and performance measures.
- As delegated by the appropriate immediate supervisor develop financial recommendations, arrange/ negotiate contracts, and develop monitoring programs that carry out the values of the Township.

**Participate in senior agency leadership to ensure the development and success of the overall organization.**

- As a member of the Senior Leadership Team, help clarify and implement the Township's strategic directions, administrative policies, and decisions as required.
- Operate as an interface between the Senior Leadership Team and department staff to foster effective vertical and lateral communications.
- Perform other leadership duties as assigned by the immediate supervisor or the Township Board.

**Knowledge, Skills, and Abilities:**

- High School Degree
- MCOLES Certified
- Police Executives School
- Supervisory School
- Specialized training including: Use of force, lethal and less than lethal, Self-defense, high speed and defensive driving, LEIN - TAC and LASO, Medical first responder, Evidence collection/ preservation, investigation / interrogation, Hazardous materials, speed measuring devices.
- Ability to use a computer and related systems. Willingness to learn various software programs.
- Ability to endure various work environments including indoor office setting or outdoor during severe weather.
- Physical fitness sufficient to subdue suspects and others as needed.
- Travel may be required.
- Willingness to participate in continuing education, updates and re-certifications.

**Reports to:** Township Manager and the Township Supervisor