

**THE WHITE LAKE TOWNSHIP
CIVIL SERVICE COMMISSION
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR
POLICE CHIEF**

SUPERVISED BY: Township Supervisor
CURRENT SALARY RANGE: \$71,881 to \$82,849
Comprehensive benefits; including health insurance and a pension plan
FLSA: Exempt

ANNOUNCEMENT DATE: **October 12, 2016**
LAST DAY TO FILE APPLICATIONS: **November 18, 2016** **12:00 Noon**

Electronic Civil Service Applications may be obtained from www.whitelaketwp.com or from the White Lake Township's Clerks Office at 7525 Highland Road, White Lake, MI 48383

All applications must be returned to the White Lake Township Clerk's Office,
For additional information call (248) 698-3300 Ext. 7

Job Description and Requirements

I. White Lake Township Police Department Service Area/Facilities Description

White Lake Township is a community of 37 square miles and 30,000 residents located in Northwest Oakland County. The police department consists of 26 sworn officer positions, 6 full-time dispatchers, 3 full-time police records positions and an executive secretary position. It is headed by a Police Chief who reports directly to the township supervisor.

II. Major Position Responsibilities

The Township seeks a strong communicator and visionary leader with demonstrated success in problem solving, community relations and collaboration with the Township Supervisor, staff and the community. This is a senior management level position responsible for administering and managing the Township's police department including:

- Continuing the department's culture of excellence in policing.
- Developing and implementing department goals and objectives.
- Updating the department's general orders, policies and procedures.
- Managing and participating in the twice annual 13 week Citizens Academy.
- Respond to inquiries, requests for assistance, concerns or complaints, regarding police services.

III. Supervision and Personnel

- Lead, manage and direct programs, services, activities and all personnel within the Police Department.
- Establish and administer policies, rules, and guidelines for the effective, efficient operation of Police Department functions and personnel.
- Work within Township policy and budget to provide appropriate service and staffing levels.

- Participates in labor relations, contract administration, the grievance process and other labor relations issues as deemed necessary by the Township Supervisor.
- Lead, motivate, evaluate and ensure continual development of all personnel.
- Full-time position – primarily Monday through Friday between 8:00 a.m. and 4:00 p.m. Flexibility in work schedule, including working evenings or weekends is required.
- Available 24 hours a day on an on-call basis.

IV. Financial

- Develop the Police Department annual budget and long term investment plan that includes prioritized financial objectives and strategies that meet present and future Police Department needs.
- Operate the Police Department in a cost effective and sustainable manner.
- Have a working knowledge of and the ability to effectively prepare for and inform community members on the potential police and public safety millages.

V. Education and Other Requirements

Position Requirements

- Graduation from an accredited college or university with a Bachelor Degree in Criminal Justice, Business Administration or equivalent is required.
- Advanced police management training such as School of Police Staff and Command, FBI National Academy or similar program is also desired.
- At least fifteen (15) years of experience in police work, five (5) of which must have been equivalent to Lieutenant or higher in a law enforcement agency of similar size and complexity.
- Michigan Commission of Law Enforcement Standards (M.C.O.L.E.S.) certified and valid Michigan Drivers license or ability to obtain both within six months.
- Extensive experience in labor management relations.
- Experienced in police community relations.
- Physically capable of performing all police related duties.

VI. Interested Candidate Response Process

Electronic civil service applications may be found at www.whitelaketwp.com

All completed applications must be received by noon on November 18th 2016, Electronic applications are acceptable, but must be in PDF format. Applications should include:

- Cover letter stating job interest and brief background
- Completed application
- Resume
- All certifications and documents required must accompany application
- Full contact information including telephone, email, fax, and note if you have Skype capability if needed

VII. Hiring Requirements and Procedure

- Successfully complete a township physical examination, including drug screen and pulmonary function test.

- A comprehensive background investigation will be conducted and a psychological examination will be required.
- Never have been convicted of operating under the influence of intoxicating liquor or drugs.
- Civil Service applications will be received at the White Lake Township Clerk's Office. They will be reviewed by the Civil Service Commission.
- The interview and selection process will be overseen by the White Lake Civil Service Commission.
- White Lake Township is an equal opportunity employer

VIII. Physical Demands and Work Environment

- Environment can range from an office setting to highly dangerous law enforcement situations. Physical demands range from sitting in an office or vehicle to enormous physical exertion associated with apprehending criminals.
- The following physical demands will be encountered while performing the duties of this job: standing, walking, sitting; using hands to finger, handle, or feet; reaching with hands and arms; talking or hearing; climbing or balancing; stooping, kneeling, crouching, crawling; tasting or smelling; lifting and or moving objects of light to very heavy weight.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment ranges from moderate to very loud.

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.