

**VILLAGE OF CLINTON POLICE DEPARTMENT, LENAWEE COUNTY, MICHIGAN
POLICE CHIEF (FULL-TIME)**

Opening Date: August 20, 2025

Closing Date: September 22, 2025

CONTACT INFORMATION

Leslie Owens, Village Clerk

clerk@villageofclinton.org

ABOUT CLINTON POLICE DEPARTMENT

The Village of Clinton, Lenawee County, Michigan, is a community with a population of 2,517, seeking a Chief of Police to manage its full-time Police Department. The Village operates under the Council-Manager form of government with the Police Chief reporting to the Village Manager.

The Clinton Police Department is a 7 day a week department which is comprised of the Police Chief, one sergeant, two full-time officers, and four part-time officers who work 10-hour shifts.

POSITION SUMMARY

The Village is seeking an individual with managerial experience in the operation of a police department. The selected candidate must possess leadership skills, a dedication to community involvement, experience with intergovernmental cooperation, possess excellent communication and public relations skills, be a contributing member of the Village's management team, have experience in labor relations, and have experience in budget preparation and control.

Responsibilities and duties also include, but are not limited to:

- Plan, organize and direct the operation of the Village Police Department.
- Plan and coordinate the work schedules of police officers to provide effective protection to citizens and their property.
- Review patrol reports completed by police officers to assure application of approved police practices and follow-up on unusual public safety situations.
- Participate in the selection, orientation and training of police department personnel and evaluate the performance of subordinates.
- Advise and assist officers in emergency or unusual work situations.
- Coordinate the purchase and maintenance of police equipment and facilities.
- Investigate complaints related to police activities and initiate remedial action as required.
- Prepare the police department budget request each year and maintain records of supplies, equipment and uniform expenditures.
- Submit reports to Village officials and police agencies, summarizing departmental statistics on the number and type of accidents, violations and other police matters.
- Coordinate Village police activities with those of other law enforcement agencies.
- Manage the staffing, schedules, and pre-school year meeting for school crossing guards.

- Advise and assist Village Council and Village Manager on matters relating to public safety.
- Plan, implement and participate in community education programs on various aspects of public safety.

Required training preferably includes an associate's degree with specialization in criminal justice or a related field, progressively more responsible experience as a police officer, with supervisory experience preferred, valid Michigan driver's license, and current MCOLES certification required.

MINIMUM REQUIREMENTS

- U.S Citizen
- Associate's degree preferred, or waiver of associate's degree for prior military experience.
- 21 years of age or older
- Must possess current Michigan Commission on Law Enforcement Standards (MCOLES) licensing or be licensable prior to job posting deadline.
- Must maintain a valid Michigan driver's license and have a good driving record.
- Must maintain State of Michigan mandated firearms qualification.
- Demonstrates dependability, reliability, professionalism, and ethical behavior.
- Ability to work successfully in a sometimes high-stress environment, handling multiple tasks and projects simultaneously.
- Excellent judgment skills in terms of interpersonal communications and ability to be flexible and adapt to changing work situations.
- Demonstrates knowledge and ability to apply constitutional law, substantive criminal law, criminal procedure, juvenile law, the law of evidence, criminal and non-criminal investigation techniques, court functions and civil law, crime scene processing, patrol procedures and techniques, civil liability, criminal and noncriminal report writing, court testimony procedures, parking violations and ticket writing procedures, motor vehicle crash investigation and preparation of the Uniform Traffic Crash Report, and physical security procedures.
- Demonstrates experience working collaboratively with staff, students and the public with tact and courtesy.
- Effective oral and written communication skills.
- Must possess excellent customer service skills.
- Basic computer knowledge and experience using standard word processing software, such as Microsoft Word and use of e-mail systems.
- Ability to use discretion in regard to matters of confidentiality interactions and decision making.
- No Domestic Violence Convictions or Felony Convictions
- No drug use including marijuana/THC or illicit.
- Prior to the date of hire, selected candidates will undergo and must successfully pass a drug test, physical, psychological exam, and a thorough background investigation.

BENEFITS

- MERS defined benefit pension plan
- Deferred compensation plan
- Paid time off

- Paid holidays
- Health insurance
- Optical and Dental bank
- Uniform and duty gear provided
- Extensive continued training

HOW TO APPLY

Submit cover letter and resume to clerk@villageofclinton.org. All entries must be submitted by September 22, 2025 to the attention of Leslie Owens, Clerk of Village at clerk@villageofclinton.org. No phone calls please.