

BERRIEN SPRINGS ORONOKO TOWNSHIP
POLICE DEPARTMENT
POLICE CHIEF JOB DESCRIPTION

(reviewed December, 2025)

Supervised By: Township Supervisor
Supervises: All department employees
Classification: Salaried Exempt

Position Summary:

Under the oversight of the Oronoko Charter Township Board via the Police Committee, plans, develops, and directs a complete program of police services to protect the lives and property of the public and to preserve peace in the Village of Berrien Springs and Oronoko Charter Township. Establishes and administers departmental policies, procedures, and regulations pertaining to police activities, department personnel, and overall department administration.

Essential Job Functions:

An employee in this position is responsible for the following essential functions with or without reasonable accommodation. These examples are not intended to be an exhaustive list of the duties which the employee may be expected to perform and/or delegate.

1. Plans, organizes and directs the day-to-day operations of the police department. Plans and coordinates the work schedules of police officers and crossing guards. Supervises, trains, evaluates and disciplines all department employees according to established procedures. Advises the Police Committee and Township Board to hire or terminate employees.
2. Develops long term plans to improve public safety operations, law enforcement, and crime prevention efforts. Advises the Police Committee to develop, recommend and implement policies, rules and procedures. Advises the Police Committee regarding law enforcement and crime prevention issues. Recommends and develops traffic control orders and speed limits throughout the Village and Township.
3. Reviews and follows up on reports completed by patrol officers and ensures reports are submitted to Prosecutor's Office. Investigates complaints related to law enforcement activities. Investigates all internal affairs complaints made against departmental members.
4. Recommends to the Police Committee the purchase, maintenance and allocation of police equipment, vehicles and supplies. Develops specifications and otherwise administers the purchasing process according to established procedures.
5. Keeps abreast of modern law enforcement methods, new administrative techniques, and current issues through continued education and professional growth. Attends

- conferences, workshops, and seminars as appropriate and coordinates professional training for department employees with approval of the Police Committee.
6. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Plans and implements crime prevention and public safety awareness programming in the community and schools. Develops and updates annual School Violence Response Plans.
 7. Develops innovative programs for recruiting, retaining and recognizing law enforcement professionals and civilian staff to ensure strong commitment and morale and adequate staffing levels. Coordinates hiring, orientation, evaluation and training, including safety programming as required by State & Federal Law.
 8. Prepares and presents annual budget requests, administers departmental budget, researches funding sources, develops grant applications and administers grant programs.
 9. Participates in labor negotiations and contract administration as requested by Township Board. Advises in the grievance process and with other labor relations issues as necessary.
 10. Performs the duties of a Patrol Officer as needed; performs road patrol, issues tickets, warrants, and other citations, and directs and participates in investigations.
 11. Assists code enforcement activities with the Township and Village as directed.
 12. Collects, records and reports employee timesheets and logs. Monitors departmental activity, compiles and assembles data, information and records.
 13. Prepares regular status and special reports as requested by the Police Committee, and as required by other entities. Attends Police Committee, Township & Village meetings, completes special projects and makes presentations as directed.
 14. Serves as a member of, and represents the Village & Township's interests to various boards, authorities and other entities as assigned. Develops and maintains cooperative relationships with other municipalities and entities, establishes and administers mutual aid agreements to ensure proper protection.
 15. Maintains positive working relationships with other area law enforcement agencies. Assists in safety drills for local and regional pre-planning.
 16. Performs related work as required and is available 24 hours a day on an on-call basis (with the exception of pre-approved vacation).
 17. Trains and develops additional leaders within the police department.

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. A comprehensive (criminal, financial, psychological) background check must be completed. Felony convictions, domestic violence convictions, DUI, etc. may lead to disqualification.

- Associate's or Bachelor's degree or equivalent in criminal justice, a related field, or extensive experience is preferred.
- Ten or more years of service experience in the law enforcement field is mandatory, preferably including 5 or more years of experience with supervisory and administrative duties at the rank of Lieutenant or above.
- Reside or relocate within 10 miles of Oronoko Charter Township
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards and a valid Michigan driver's license are required.
- Demonstrates a thorough knowledge of the best practices, procedures, methods, and techniques associated with modern law enforcement.
- Thorough knowledge of public management techniques involved in budgeting, personnel administration, labor relations, and community outreach.
- Considerable knowledge of local, State, and Federal statutes, regulations and procedural requirements governing law enforcement activities.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skills in compiling and evaluating complex data and formulating policy and service recommendations.
- Skill in the use of standard office equipment, including computers and related software, and the vehicles, equipment and other implements used in the line of duty.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to maintain discipline, lead, and command employees effectively under emergency conditions, and work effectively under stress and within deadlines.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, victims, detainees, other law enforcement professionals, the media, Andrews University, and Village & Township officials, administrators and employees.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays as necessary.
- Ability to effectively lead, motivate, train, supervise, and evaluate others.

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's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals. The employee is regularly required to communicate with others in person and on the telephone or radio, use sight to review documents and assess public safety scenes, and must regularly travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.