



## JOB DESCRIPTION

JOB TITLE:	<b>CHIEF OF POLICE</b>	DEPARTMENT:	<b>POLICE DEPARTMENT</b>
DATE REVISED:	<b>12/17/2024</b>	REPORTS TO:	<b>VILLAGE ADMINISTRATOR</b>
CLASSIFICATION:	<b>EXEMPT</b>	SALARY RANGE:	<b>\$80,000-\$90,000 Experience Based</b>
OPENING DATE:	<b>12/19/2027</b>	CLOSING DATE:	<b>01/31/2025</b>

## POSITION SUMMARY

Under the direction of the Village Administrator, the Police Chief plans, directs, and oversees the operations of the Police Department. This position ensures the enforcement of laws, crime prevention, and the protection of life and property. Responsibilities include department administration, budgeting, personnel leadership, and community engagement. The Police Chief serves as the department's representative to the Village Administrator, Village Council, and the public while performing related duties as assigned.

### **To Apply, or with questions, please contact**

Tom Ebenhoeh, Village Administrator  
Villageadmin@VillageofChesaning.org  
989-845-3800

## ESSENTIAL DUTIES & RESPONSIBILITIES

### **Department Leadership and Administration:**

- Plans, administers, and directs all department operations and personnel.
- Formulates and enforces departmental rules, policies, and procedures.
- Assigns personnel, monitors performance, and ensures adequate staff training.
- Implements disciplinary actions when necessary and ensures compliance with standards.
- Oversees departmental records, reporting, and correspondence.
- Prepares and manages the annual departmental budget.
- Monitor's expenditures and recommends necessary equipment or supply purchases.

### **Community Relations and Public Safety:**

- Responds to public inquiries and addresses community safety concerns.
- Develops and implements emergency response plans.
- Acts as a liaison between the department, courts, Prosecutor's office, and other agencies.
- Engages with local businesses, community organizations, and government bodies to enhance public safety.
- Represents the department in community meetings, trainings, and events.

### **Law Enforcement Operations:**

- Supervises investigations of major criminal offenses.
- Ensures compliance with Federal, State, County, and local reporting requirements.
- Coordinates with external agencies for the apprehension of suspects and other law enforcement efforts.
- Maintains operational readiness of department vehicles, equipment, and facilities.
- Performs duties of a Police Officer, including patrolling and emergency response, as needed.

## Reporting and Accountability:

- Provides regular updates and reports to the Village Administrator and Village Council.
- Prepares an annual departmental report, including activities, statistics, and recommendations.

## QUALIFICATIONS/ REQUIREMENTS

- Ability to swiftly learn law enforcement methods, practices, and procedures.
- Ability to gain good working knowledge of applicable federal, state, and local laws and to attain efficiency in the methods and practices of criminal investigation.
- Ability to carry out instructions and swiftly adopt an effective and sound course of action.
- Ability to deal fairly and effectively with the public.
- Good powers of observation, sound judgement, and good moral character.
- Excellent physical and mental condition, courage, strength, agility, and the ability to withstand stress.
- Proficiency in the use of firearms.
- Ability to pass a thorough background investigation.
- Must possess excellent verbal communication skills and be capable of adapting to potentially violent or unstable situations.

## EDUCATION/EXPERIENCE

- Associates Degree in criminal justice required. MCOLES certification required, preferably supplemented by specialized training courses in employee's field of specialty.
- Possession of a valid driver's license.

## PHYSICAL REQUIREMENTS

Must be able to perform the following essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances and devices to increase mobility.

- Physical strength, agility, and stamina.
- Frequent standing and walking while performing enforcement or other duties.
- Sitting for long periods of time.
- Strength and dexterity of a degree to restrain suspects when necessary and carry victims in emergency situations.
- Good speaking and hearing skills for monitoring purposes and giving instructions and exchanging information with suspects, the public, and others.
- Sensory skills intact to be able to detect smoke, fire, and fumes.
- Sensory skills to be able to detect pulses and use medical or other delicate equipment.
- Manual dexterity and sensory skills to be able to operate/use motor vehicles, weapons, instruments, and other equipment.
- Adequate visual acuity with corrected vision in each eye, with adequate color and depth perception and peripheral vision.
- Frequent bending and stooping while moving, lifting, pushing, etc. of victims, stretchers, and equipment.
- Climbing stairs, banks, hills, and uneven terrain while performing duties. Moving frequently in and out of patrol vehicles.
- Frequent reaching and turning in operating motor vehicle and ability to use radio and attendant equipment in vehicle.

*This description is intended to provide a summary of the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required of a person so classified.*