



The Charter Township of Emmett  
Department of Public Safety  
621 Cliff St. Battle Creek, MI 49014  
(269) 968-0241 or (269) 968-9303  
[www.Emmett.org](http://www.Emmett.org)

## The Charter Township of Emmett

### Open Job Posting

Job Title: Director of Public Safety

Department: Public Safety

Location: The Charter Township of Emmett, Battle Creek, Michigan 49014

Job Type: Full-Time | Exempt

Direct Supervisor: Township Supervisor & Board of Trustees

#### Position Summary:

The Director of Public Safety serves as the Chief Executive Officer of The Charter Township of Emmett Public Safety Department, overseeing all fire, emergency medical, and law enforcement services. This position is responsible for planning, directing, and managing public safety operations, ensuring the protection of life and property, enforcing local, state, and federal laws, and maintaining emergency response readiness. The Director will develop policies, manage personnel, coordinate with other agencies, and ensure that public safety services meet the needs of the community effectively and efficiently.

- Coordinate emergency management activities with local, state, and federal agencies.
- Lead the community's emergency response efforts, including disaster preparedness training and drills.

#### Key Responsibilities:

##### Leadership & Administration:

- Oversee and coordinate all public safety functions, including police, fire, and emergency medical services (EMS).
- Develop and implement policies, procedures, and strategic initiatives to improve public safety and emergency response.
- Supervise public safety personnel, including hiring, training, evaluating, and disciplining employees as needed.
- Ensure compliance with all local, state, and federal laws, regulations, and safety standards.

- Prepare and manage departmental budgets, including securing grants and overseeing financial expenditures.
- Maintain accurate records and reports related to crime, fire response, EMS calls, and public safety initiatives.
- Act as the primary liaison between the Public Safety Department, Township Board, community organizations, and external agencies.
- Enforce policies and procedures set by the Township Board.

#### Law Enforcement & Crime Prevention:

- Oversee the police division, ensuring effective law enforcement operations.
- Develop crime prevention strategies and community policing programs.
- Monitor investigations, patrol operations, and emergency response efforts.
- Collaborate with regional law enforcement agencies to enhance public safety efforts.

#### Fire & Emergency Services Management:

- Supervise fire and emergency medical response operations, ensuring readiness for fire suppression, rescue, and hazardous material incidents.
- Oversee fire prevention programs, code enforcement, and emergency preparedness initiatives.
- Ensure compliance with fire safety codes and conduct community risk reduction efforts.

#### Emergency Preparedness & Crisis Management:

- Develop and implement emergency response plans for natural disasters, hazardous materials incidents, and other emergencies.
- Coordinate emergency management activities with local, state, and federal agencies.
- Lead the community's emergency response efforts, including disaster preparedness training and drills.

#### Community Relations & Public Engagement:

- Foster positive relationships with residents, businesses, and community stakeholders.
- Develop public education programs on crime prevention, fire safety, and emergency preparedness.

- Serve as the spokesperson for the department, providing updates on safety concerns and department initiatives.

#### Qualifications:

#### Education & Experience:

- Bachelor's degree (Preferred) in Criminal Justice, Fire Science, Emergency Management, Public Administration, or a related field.
- Minimum of 10 years of progressively responsible experience in law enforcement, fire services, or emergency management, including at least 5 years in a leadership role.
- Certification as a law enforcement officer and/or firefighter preferred.
- Experience in budgeting, personnel management, and interagency coordination.
- MCOLES Certified
- MFFTC Fire Fighter I and II certificates & LARA Michigan valid Medical First Responder MFR certification or equivalent.

#### Skills & Abilities:

- Strong leadership, decision-making, and crisis management skills.
- Knowledge of public safety laws, regulations, and best practices.
- Excellent communication and interpersonal skills.
- Ability to analyze complex issues and implement effective solutions.
- Proficiency in emergency response planning and disaster preparedness.
- Skilled in community engagement and public relations.

#### Physical Requirements & Working Conditions:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- **ENVIRONMENT:** Standard office setting and emergency peace control environment; travel from site to site; exposure to potentially hostile environments.
- **PHYSICAL:** Sufficient physical ability to perform heavy or moderate lifting; walking, sitting, or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.

- VISION: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
- HEARING: Hear in the normal audio range with or without correction.

Additional Requirements:

- Must pass a comprehensive background check.
- Valid driver's license with an acceptable driving record.
- Ability to work irregular hours, including nights, weekends, and on-call situations.

Compensation & Benefits:

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package
  - Health insurance
  - Retirement plan
- Paid time off
- Professional development and training opportunities.

Application Process:

Completed applications and additional application materials (resume, cover letter and professional references) must be submitted by Thursday May 22<sup>nd</sup>, 2025, by 5pm to the attention of Tracy Myers at [Tmyers@emmett.org](mailto:Tmyers@emmett.org) or can be dropped off in-person at 621 Cliff St. Battle Creek, MI 49014

The Charter Township of Emmett is an Equal Opportunity Employer and encourages qualified candidates from diverse backgrounds to apply.

**A true community, not just a location!**