CITY OF LUDINGTON
JOB DESCRIPTION

POLICE CHIEF

Supervised By: City Manager
Supervises: All department personnel

Position Summary:
Under the general direction of the City Manager, is responsible for the overall management of police operations and personnel. Plans, develops and directs a complete program of police services to enforce laws and ordinances, protect the lives and property of the public and to preserve peace in the City.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, planning, general administration and capital needs assessment. Develops and implements policies and procedures in accordance with City, state and federal regulations.

2. Directs the recruitment and hire of department personnel. Working through a command structure, ensures coordinated work assignments, appropriate supervision, performance evaluation, and training and professional development opportunities. Takes disciplinary or corrective action according to established procedures.

3. Directs internal and high profile investigations. Provides overall case management, procedural guidance and investigative expertise.

4. Participates as a team member in the labor negotiation process. Administers established labor contracts, participates in the grievance process and engages in other labor relations activities as appropriate.

5. Assesses department operations, staffing levels, facilities and equipment. Analyzes capital needs and makes recommendations. Develops policies and procedures to improve efficiency and safety.

6. Researches and recommends ordinances and crime control strategies. Attends City Council and other meetings as necessary, completes special projects, prepares status and special reports and makes presentations.
7. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Researches, writes and administers grants.

8. Serves as a traffic engineer for the City and as Harbormaster. Coordinates special events.

9. Maintains cooperative relations and coordinates police activities with other departments, agencies within the criminal justice system and peer agencies to ensure integrated service delivery and consistent application of law enforcement policies. Establishes and administers mutual aid compacts and contingency plans with other jurisdictions. Serves on various committees and boards.

10. Keeps abreast of modern policing methods, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.

11. Develops proactive community relations programs and strategies. Identifies and addresses citizen issues and complaints as well as community priorities and concerns, and participates in civic organizations as appropriate. Initiates and participates in community policing activities.

12. Acts as Department spokesperson, establishing and maintaining effective relationships with citizens, news media, community groups, City officials, employees, and other interests.


14. Responds to public safety emergencies and major crime scenes or accidents on a 24-hour basis. Establishes and utilizes a well-defined command structure and related procedures for emergency situations.

15. Performs other duties as required.

**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.

Requirements include the following:

- Bachelor’s Degree in criminal justice or a related police or social science field and ten years of progressively more responsible experience in police operations and administration or an equivalent combination of education and experience.

- Certification as a Police Officer by the Michigan Commission on Law Enforcement.
• FBI Academy or Staff and Command School are highly desirable.

• Michigan Vehicle Operator’s License.

• Thorough knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.

• Thorough knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations and operations management.

• Thorough knowledge of state and federal laws, local ordinances, and other regulations governing police authority.

• Skill in the operation of police vehicles, surveillance and communication equipment, firearms, chemical sprays and other implements used in the line of duty.

• Skill in assembling information, analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.

• Skill in effectively communicating ideas and making presentations in a public forum.

• Ability to exercise a high degree of diplomacy in contentious or confrontational situations.

• Ability to maintain discipline, supervise a large staff through second level managers, and lead and command employees effectively in standard and emergency conditions.

• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the media, the public, other employees and representatives of other law enforcement and governmental units.

• Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

• Skill in the use of office equipment and technology, including Microsoft Suite applications and software specific to the department; and the ability to master new technologies.

• Ability to respond to emergencies on a 24/7 basis.

**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 is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight. The employee is frequently required to operate a vehicle to travel to other locations within and outside of the City.

While performing the duties of this job, the employee regularly works in an office setting and occasionally works outdoors, possibly in dangerous law enforcement situations. The noise level in the work environment can range from quiet to very loud.