

Chief of Police

Job ID:	18707878	Posted:	June 17, 2014
Position Title:	Chief of Police	Entry Level:	No
Company Name:	Charter Township of Shelby	Min Education:	BA/BS/Undergraduate
Agency Type:	Local Law Enforcement (municipal/county/regional)	Min Experience:	3-5 Years
Job Function:	Law Enforcement - Chief Executive	Required Travel:	0-10%
Location(s):	Shelby Township, Michigan, 48316, United States	Salary:	\$94,350.00 - \$106,590.00 (Yearly Salary)



Company: Charter Township of Shelby
Parent Company: Charter Township of Shelby
Industry: Government
Size: 80 employees

[view full company profile](#)

Research Tools:



Map Unavailable



[Learn More About Location](#)

APPLY FOR THIS JOB

Email Address: employment@shelbytpw.org Fax: (586) 726-9370

Phone: (586) 726-7241

Apply URL: <http://www.shelbytpw.org>

Job Description

The position of Police Chief is responsible to direct, plan, and manage all functions and operations of the Police Department in the enforcement of Federal and State laws and Township Ordinances, the prevention of crime, the protection of life and property, public services, community relations and education programs. The Chief is responsible develop, review, adjust and implement a balanced departmental budget. Coordinate assigned activities with Township Supervisor, Fire Chief, and other Township departments and outside agencies and to provide highly responsible and complex administrative support to the Township Supervisor.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do or supervise the completion of any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Determines levels of staff, equipment, and other resources needed to effectively protect the residents, businesses and visitors of Shelby Township;
2. Plans, develops and enforces the implementation of department policies and procedures in accordance with Township Ordinances and applicable laws;
3. Directs the Department's strategic planning process through the development of short and long term goals and objectives and a strategic plan to accomplish set goals;
4. Monitors crime rates, accident rates and related statistics and prepares or directs the preparation of a variety of reports and presentations to the Township Board;
5. Develops, presents and implements controls for Department operating and capital budgets.
6. Recommends the appointment, promotion, suspension, discipline and dismissal of police department employees;
7. Establishes and maintains helpful, cooperative relations with law enforcement agencies, civic and business organizations, schools, and other community groups.
8. Exchanges information, maintains regular contact with, and coordinates law enforcement services with other law enforcement agencies.
9. Attends Board of Trustee meetings and all other meetings as directed by the Township Supervisor;
10. Investigates and resolves citizen complaints against the Police Department;
11. Oversees the preparation of Police activity reports for Township management as well as for State and Federal enforcement and/or investigative agencies;
12. Makes other reports and investigations as requested by Township Supervisor or Board of Trustees' direction;
13. Plans police work so as to make the best use of available funds, personnel, equipment and supplies;
14. Directs the establishment and maintenance of Police Department records and files,
15. Learns and utilizes various types of information systems provided by the Township;
16. Directs and coordinates investigations of sensitive and major crimes, handles grievances, complaints and conflicts with employees and unions;
17. Works with other municipalities to maintain cooperation and coordination in the area of public safety;
18. Develops, amends and administers the Department budget and monitors all budgetary expenditures;
19. Monitors and evaluates various administrative and statistical data pertaining to Department operations, analyzes data and identifies trends and initiates appropriate actions;
20. Responsible to establish a clear action plan to achieve organizational priorities;
21. Minimizes bureaucracy and process inefficiency that distorts a focus on operational excellence;
22. Provides timely and direct feedback to others regarding performance or workplace issues;
23. Champions breakthrough ideas and initiatives; understands that business as usual is not necessarily an option, thereby taking the initiative to find ways to get better results;
24. Confronts and works to resolve tough issues;
25. Inspires passion and excitement around shared goals and values.
26. Builds a sense of urgency in the organization to get results;
27. Projects a credible and executive image.
28. Establish a meeting schedule (that is acceptable to the Township Supervisor) to discuss current and future departmental activities with the Township Supervisor;
29. Prepare and submit a written *annual* detailed Police Department Operational Review to the Township Supervisor to be distributed to the Board of Trustees by no later than Feb. 15th.
30. Performs related work as required by the Township Supervisor and/or the Board of Trustees.

Job Requirements

The Charter Township of Shelby, located in Macomb County, Michigan is accepting applications for the position of Chief of Police. Qualifications include:

- Bachelor's Degree in Police Administration, Criminal Justice, Public Administration or Equivalent, from an accredited college or university.

- FBI National Academy graduate or Northwestern University Center for Public Safety Police Staff and Command graduate or Master's Degree in Public Administration or Police Administration or equivalent degree from an accredited college or university.
- At least three (3) successive years of Police Command experience with 30 sworn officers within the past seven (7) years.
- Non-probationary active Police experience above the rank of Police Sergeant within the past 2 years with a Federal/State/County/Municipal or University Police agency.
- Three letters of recommendation from persons meeting the requirements listed above.

Please send resume with required documentation to the Shelby Township Human Resource Department, 52700 Van Dyke Avenue, Shelby Township, MI 48316. Must pass physical, psychological evaluation, background investigation, oral interview and be a Certified Police Officer in the state in which currently working and become MCOLES Certified within six (6) months of employment. Application with proofs must be received by 3:00 p.m. August 15, 2014. Starting salary \$94,350 progressing incrementally to \$106,590. EOE