



# ***WAYLAND POLICE DEPARTMENT***

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## **Job Description – Chief of Police**

The Chief of Police for the Wayland Police Department is appointed by the City Manager and confirmed by the Wayland City Council. The Chief reports to the City Manager.

### **Summary/Overview**

To provide leadership for the vision, planning, and directing of the Wayland Police Department to fulfill its mission of providing fair, professional, and impartial police services through the enforcement of laws and ordinances, prevention of crime, and protection of life and property for all who live, work, or visit the City of Wayland.

### **Minimum Qualifications**

- Bachelor's Degree with coursework in public safety, criminal justice, leadership, sociology, public administration, business administration, or related field, and five years of progressively responsible experience in law enforcement to include supervisory level or higher, or any combination of experience and training that provides the required knowledge, skills, and abilities.
- Individuals must be certified as a law enforcement officer by the Michigan Commission on Law Enforcement Standards (MCOLES)
- Possess a valid Michigan Driver's License

**Essential Functions** (Tasks do not include all of the duties that the Police Chief may be expected to perform).

- Plan, coordinate, supervise, and evaluate Police Department operations.
- Develop and review policies and procedures for the Department to ensure efficient operations and review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.
- Plan and implement the law enforcement programs and schedules for the City of Wayland to efficiently and effectively carry out the mission of the Department.



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- Provide leadership and supervision to the officers to ensure proper collection of facts and evidence, professional and accurate documentation of all criminal and civil complaints, and the timely submission of these documents and reports.
- Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
- Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the Department's budget; plan for and review specifications for new or replaced equipment.
- Direct the development and maintenance of systems, records, and legal documents that provide the proper evaluation, control, and documentation of the Police Department operations.
- Coordinate and supervise the training, assignment, and development of Department officers.
- Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.
- Prepare and submit periodic reports to the City Manager upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the Department's activities.
- Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Police Department in a variety of local, county, state, and other meetings.
- Cooperate with County, State and Federal law enforcement agencies as appropriate where activities of the Police Department are involved.
- Coordinate activities with supervisors and other City departments, exchange information with officers in other law enforcement agencies, the Prosecutor's Office, Circuit Court, and other government agencies. Obtain advice from the City Attorney, Court Administrator, and County Prosecutor's Office regarding cases, policies, and procedures.



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- Ensure the enforcement of laws and ordinances to maintain public peace and safety.
- Direct investigation of major crime scenes.
- Perform the duties of subordinate personnel as needed.
- Analyze and recommend improvements to equipment and facilities, as needed.
- Participate in various committees at both local and regional levels.
- Establish and maintain effective public relations program between the department and community
- Meet and confer with citizens, the press, and various groups concerning complaints, problems, requests, and suggestions.

### **Knowledge, Skills, and Abilities**

- Leadership and Management: Knowledge of management techniques such as training and development, communication of values and standards, performance evaluation, management/labor relations and problem solving. Ability to utilize the appropriate supervisory skills to assign, review and appraise the work of employees. Possess effective leadership skills to lead the department in everyday activities as well as in an emergency or disaster situation.
- Knowledge of community policing, crime prevention, drug and alcohol programs, police accreditation and problem solving strategies.
- Ability to perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions.
- Ability to maintain confidentiality of highly sensitive data.
- Knowledge of police communications and computer applications as well as ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
- Ability to operate police vehicles and specialized equipment, including radio and in-car computer; ability to operate vehicle at high speeds during emergency responses or pursuits.
- Ability to be respond at any time for major incidents.



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- Ability to exert moderate, though not constant, physical effort, typically involving some combination of reaching, stooping, walking, climbing, and the lifting, carrying, pushing and/or pulling of objects and materials weighing 11-20 pounds.
- Ability to discharge duties of Police Chief with highest level of personal and professional integrity