

HAMPTON TOWNSHIP
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE

SUMMARY

This employee serves as the Chief Law Enforcement officer and the ranking Fire Operations Command officer directing staff in the protection of lives and property and the orderly enforcement of laws, ordinances and codes within the Township. Establishes objectives and plans and coordinates activities for the efficient operation of both the Police and Fire Departments.

SUPERVISION RECEIVED

Works under the direction and guidance of the Executive Board

SUPERVISION EXERCISED

Exercises supervision over both the Police and Fire Department staff, including all full-time and part-time employees, although he / she may delegate supervision of subordinate staff through the various departmental structures.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Supervises, both directly and through subordinates, all Police and Fire Operations functions and activities such as: Police – patrol units, criminal investigations, traffic control, records and court functions. Fire Operations – fire prevention, fire suppression and EMS services within Hampton Township.
- Assumes command of forces or directs through subordinates at major Police incidents, Fire incidents and other incidents when circumstances warrant.
- Plans, develops, and oversees the implementation of Police and Fire Operations policies and procedures in accordance with applicable laws, ordinances, service capacities and fiscal limitations.
- Oversees the administration of the Public Safety's fire prevention program, including building inspections, local code enforcement and enforcement of federal and state laws; conducts other community education programs for both fire prevention as well as crime prevention.
- Performs personnel management functions such as recruiting, hiring, assigning work, coordinating training, reviewing performance along with counseling and disciplining Police and Fire Department employees.

- Prepares and recommends an annual proposed operating budget for both Police and Fire Departments; monitors expenditures for conforming to appropriations and purchasing regulations established by township administration.
- Directs the orderly preparation of routine supportive reports and special information data collection and/or presentation. Periodically examines financial records, deposits and so forth for conformity to established standards.
- Answers public inquiries regarding laws, ordinances, regulations or Police and Fire Department procedures. Receives and investigates all complaints of improper services.
- Supervises the maintenance, repair and replacement of all departmental equipment and ensures that all equipment and buildings are properly maintained and in good working order.
- Represents the Township to interested individuals or before groups explaining Police and Fire procedures, hearing complaints and soliciting community understanding of Police, Fire Operations, EMS and Emergency Preparedness efforts.
- Coordinates Public Safety activities with other agencies or organizations including Federal, State, County and other local Police and Fire departments.
- Ability to coach, mentor or assist in the development of any employee.
- Engages in and supports the long-term direction of the department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community.
- Furthers the mission, vision and values of the Township through excellent customer service, creative problem solving, decision making, and stewardship of Township resources.
- Initiates and suggests actions to improve departmental and Township operations, employee performance, morale and work methods.
- Demonstrates a commitment to provide and require excellent customer service through cooperative team and individual efforts.
- Demonstrates a commitment to treat every contact as an opportunity to build public trust.
- While on duty, leverage network of personal and professional contacts to recruit talented individuals for all positions in the organization; awareness of open positions, the hiring process and encouraging talented individuals to apply.
- Proactive in community relations.
- Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
- Perform other related duties as assigned.
- While on duty, always be mindful of identifying and recruiting quality candidates to apply for open positions on all of our public safety teams. This will help ensure we have quality leadership succession in all disciplines.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

All of the following functions, qualifications, duties and KSA's (knowledge, skills and abilities) are essential. An employee in this class, upon appointment, must have the equivalent of the following:

- Skilled in public speaking in front of a variety of audiences: skilled in drafting correspondence: skilled in researching and monitoring Public Safety trends such as; crime data, traffic crash trends, fire incidents, trends and locations along with EMS data.

- Ability to prepare, analyze and present comprehensive reports; ability to maintain confidentiality with regards to knowledge, information, etc.; ability to carry out assigned projects to their completion; ability to communicate effectively both verbally and in writing; ability to represent the Police and Fire departments in a professional manner.
- Maintain basic skills and/or basic knowledge operating various tools and equipment including patrol vehicle, fire rigs necessary weapons, emergency radios, computer, fax machine, telephone and any other required equipment.
- Ability to develop long-term plans and visions for improving the delivery of services from Police Department, Fire Department and EMS.

DESIRABLE QUALIFICATIONS

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Bachelor's Degree in Criminal Justice, Fire Sciences, Public/Business Administration or related field required 10 or more years of progressively more responsible law enforcement and/or fire service experience required.
- Successful completion of a MCOLES certified Police Academy or successful completion of MCOLES certification if graduated from other state police academy, as well as maintaining MCOLES licensure throughout employment.

This description should not be considered all-inclusive as additional duties may arise.

Director of Public Safety/Chief of Police

Employer

Hampton Township

Population

9600 (approx.)

Compensation

Salary TBD, depending on qualifications

Closing Date

Open until filled.

To Apply

Send Cover Letter, Application and Resume to the Hampton Township, P.O. Box 187, Bay City, MI 48707-0187 or bring it to Hampton Township, 801 W. Center Rd., Essexville, MI 48732. You can also email hamptonsupervisor@hamptonmi.net.

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For more information visit www.hamptontownship.org