

DIRECTOR OF POLICE AND FIRE SERVICES

POSITION SUMMARY: Plans and directs the activities and programs of the police and fire divisions of the public safety department. Ensures progress toward strategic goals as well as guides the administrative and technical work of police and fire services. The scope of responsibility includes technical, administrative, and professional work related to public safety such as maintaining order, enforcing laws and ordinances, and taking measures to prevent crime and protect lives and property. This position manages personnel and organizes activities to ensure the effective, efficient, orderly, and secure operation of the public safety department. Emphasis is placed on advising and consulting with the city manager in determining goals and strategic plans. This is a department head position which will partner with members of the city's leadership team.

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 Police and Fire services, including personnel, budgeting, planning, and general administration. Develops departmental mission and long-term plans to realize goals in accordance with community needs, demographic trends, and City vision.
2. Assesses department operations, staffing levels, facilities and equipment. Analyzes capital needs. Develops financial goals, supports, and controls and administers the budget for the departments in accordance with accepted fiscal practices and state and local regulations.
3. Directs the recruitment and hiring of department personnel directly and through designee(s). Supervises personnel, evaluates performance and oversees training and professional development.
4. Appraises conditions of work in the department and takes necessary steps to improve police and fire operations.
5. Interprets the various departmental programs through press releases and other publicity, through representation on interagency councils and committees, through cooperative planning and effective working relationships with other community agencies, and other public and private groups.
6. Confers with relevant directors and department heads on matters that may require their respective department's expertise and involvement. This may include, but is not limited to, facilities, finance, human resources, and information technology.
7. Directs the department's professional standards functions and processes, which are required to maintain the department's internationally accredited status through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
8. Cooperates with federal, state and local officers in the apprehension and detention of wanted persons with other agencies where activities of the department are involved.
9. Works with other police agencies and neighboring communities in approach to and solution of crimes. Works with neighboring communities in police support and crime

prevention activities.

10. Works with neighboring communities in fire support and prevention activities.
11. Directs, coordinates and personally participates when required by circumstances in any and all activities of the department. Serves as Incident Commander as required by the circumstances (or appropriately delegates such duties). Coordinates activities of the department during disasters.
12. Keeps abreast of regulatory developments, new administrative techniques and current issues through continued education and professional growth. Maintains cooperative relationships with peer agencies, schools, boards, commissions, volunteers, citizens and other governmental units. Attends conferences, workshops and seminars, as appropriate.
13. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in criminal justice, police administration, fire science, or related field. Prefer master's degree in an appropriate field of study. Extensive experience in police work including responsible supervisory experience at the level of at least Police Captain in a large department or Deputy Police Chief.
- B. Graduation from Northwestern School of Staff and Command, FBI National Academy or comparable program.
- C. Graduation from an approved advanced leadership development training program.
- D. Ability to be certified as a police officer in the State of Michigan.
- E. Considerable knowledge of professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, procurement and contract administration, and project management. Establishes professional working relationships with department directors and works proactively and collaboratively with City Manager and department directors.
- F. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility, and has the ability to quickly learn other technology as necessary.
- G. Proven ability to think strategically, communicate effectively and maintain favorable public relations in routine and emergency situations and under stressful conditions.
- H. Demonstrated ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.
- I. Demonstrated ability to persuade others and analyze complex information.
- J. Has established effective and cooperative working relationships and uses tact, good judgment and resourcefulness when working with superiors, associates, subordinates,

vendors, volunteers, other organizations and the public.

- K. Comprehensive and broad knowledge of the principles and accepted practices and procedures of police and fire science and administration, organization and operation. Thorough knowledge of the incident command system.
- L. Thorough knowledge of the types and use of communication equipment, electronic devices, firearms, gas and automotive equipment used in modern police and fire work.
- M. Extensive knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police and fire work. Extensive knowledge of applicable federal, state and local laws, codes and ordinances.
- N. Proven ability to maintain a professional leadership image to the organization and to the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the department and the City.
- O. Demonstrated ability to command the respect of officers and to assign, direct and supervise their work.
- P. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.

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. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works in an office setting. Duties may be performed in and around police buildings and training facilities. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very dangerous and strenuous. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

The employee is required to operate police weapons, police vehicles and police related technology, and must be capable of being physically and mentally approved to perform police work in accordance with MCOLES standards.

January 2005
Revised April 2013
Revised February 2018
Format Revised September 2018