

BATH TOWNSHIP

Job Description

TITLE: Police Chief

Reports To: Township Superintendent

Positions Supervised: All Police Department Personnel

Employment Status: FLSA Exempt

Broad Statement of Responsibilities:

Under the general direction of the Township Superintendent. The chief of police for the township directs the activities of a department engaged in protecting lives and property and in enforcing local and state laws.

Specific Duties and Responsibilities:

1. Acts as chief executive officer of the Police Department.
2. Plans develops and oversees the implementation of Police Department polices and procedures in accordance with governing statutes.
3. Assumes primary responsibility for the development of long-term and short-term goals and objectives.
4. Working with subordinate managerial personnel, develops and implements long-term and short-term plans in order to achieve agreed upon goals.
5. Supervises directly and through other managerial personnel all patrol, investigative and ancillary departmental personnel. Assists officers in the resolution of problems arising out of their investigations and may personally direct the investigation of major crimes or incidents.
6. Performs normal managerial functions such as recruiting, hiring, scheduling, assigning work, reviewing performance, counseling, and disciplining department employees.
7. Oversees all administrative functions of the department, such as personnel management, equipment maintenance, budget preparation and it monitoring and evaluation, purchasing and other related fiscal matters.
8. Coordinates the activities of the Police Department with other criminal justice agencies by maintaining regular contacts with officials of those agencies, in order to most efficiently utilize area criminal justice resources.

9. Oversees the development, implementation and operation of specialized enforcement and/or education programs.
10. Investigates and resolves citizen complaints against members of the Police Department.
11. Prepares or oversees the preparation of police activity reports for the Township Board as well as for State and Federal enforcement and/or investigative agencies.
12. Represents the Police Department in Township and Tri-county wide planning activities and on various committees and boards, and coordinates departmental activities with other Township and Tri-county units.
13. Performs other related duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Desireable Employment Qualifications

Education: Academy Certified

Experience: Five Years Law Enforcement Experience

License/Certification: Driver's License, State Certification as police officer.

The qualifications listed above are guidelines; alternative qualifications may be substituted if sufficient to perform the duties.