

THE CITY OF  
**SALINE, MICHIGAN**



*invites your interest in the position of*  
**CHIEF OF POLICE**



# SALINE – AN OUTSTANDING OPPORTUNITY



This is an exceptional opportunity for a seasoned management professional to live and work in a stable, vibrant and growing community. The City is seeking a progressive, innovative and professional Chief of Police to lead the City organization as it grows and develops for the future.

After a number of successful years as Chief of Police of Saline, the current Chief of Police has announced his intention to retire effective November 25, 2017, after five years as Chief and is leaving the organization in an excellent position for the future.

## THE IDEAL CANDIDATE

**The successful candidate for the position of Chief of Police of the City of Saline should meet the following criteria:**

- Possess a Bachelor's degree in Criminal Justice, or a related field required. A Master's degree in Criminal Justice, Public Administration or other technical post-graduate training such as the FBI National Academy, Southern Police Institute, School of Police Staff and Command is preferred.
- Seven years of progressively more responsible command/supervisory experience in a municipal, state or county law enforcement agency required.

### **Required knowledge, skills and abilities include:**

- Possess the utmost integrity.
- Demonstrable knowledge of crime prevention, community oriented policing, police forensic science, public relations, traffic control practices and devices, applicable laws, personnel practices, and training practices.
- Ability to train, supervise and mentor subordinate personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to develop and manage an operating budget for the Department.



- Ability to exercise sound judgment in evaluating situations and making decisions.

### **Special Requirements:**

- Possess or able to obtain quickly the following:
- Valid MCOLES law enforcement officer certification.
- Valid Michigan Vehicle Operator's License.
- Ability to meet Department physical standards.

Additional attributes sought in the next Chief of Police for the City of Saline include a collaborative leader, a positive strategic thinker, a problem solver, an individual who is organized, customer-service oriented, charismatic, and an inside/outside influencer. An individual who is honest, has high integrity, is good with finances, is effective at mentoring and developing staff, is approachable, has a collaborative mindset and is a decision maker.

Other requirements in the next Chief of Police for the City of Saline include demonstrable leadership skills, a team player who communicates with and works effectively with other Departments of the City, a person who enjoys getting out in the community and attending community events, a person who leads by example, a Chief who holds the Department accountable, someone who empowers others, a resourceful individual, someone who keeps up with technology, and someone who will be with the City for the long-term.

Still other attributes of the next Chief of Police include someone who is visionary and can see public safety trends and be proactive about them, an effective succession planner, a person who can deal effectively with education and drug issues, an effective negotiator, a person with a demonstrated work ethic, has experience with change and diversity, an advocate for employees, an effective partner with the schools and other outside agencies, and a thoughtful individual.

## ABOUT THE POSITION

The Chief of Police for the City of Saline serves under the general direction of the City Manager. He/she serves as the chief law enforcement officer of the City. In this regard, he/she directs the Police Department staff in the maintenance of peace and order, protection of life and property, and the prevention of crime. The Chief is responsible for the enforcement of laws and ordinances, traffic planning, and emergency response within the City of Saline. The Chief also performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

### Essential duties performed by the Chief of Police include:

- Supervises, directly or through subordinates, and participates in all Department functions and activities such as patrol units, traffic control, crime prevention, and criminal investigations.
- Plans, develops, and oversees the implementation of department policies and procedures in accordance with applicable laws and ordinances.
- Develops and presents the requested budget for the Department. Manages the budget to assure effective and efficient use of budgeted funds, personnel, materials, equipment, facilities and time.
- Plans, implements, and directs the law enforcement, crime prevention, homeland security programs and community oriented policing programs for the City in order to better carry out the policies and goals of the City Management and City Council; trains staff in all areas of operation, reviews Department performance and effectiveness, and formulates programs or policies to alleviate deficiencies.
- Communicates information on all operations to the City Manager. Attends City Council and various commission meetings at the direction of the City Manager, Mayor and Council. Prepares reports in accordance with the City Charter, City policy and procedure, and as requested by the City Manager and City Council.
- Directs a workforce of both sworn and civilian personnel. Recruits personnel for the Department, assigns work, facilitates training, reviews performance, sets standards for fitness, counsels, and takes disciplinary action up to the recommendation for discharge. Handles grievances, oversees the conduct and general behavior of assigned personnel, and also maintains Department discipline.
- Investigates complaints from citizens against Department employees and takes appropriate action in accordance with laws, ordinances, City policy, and collective bargaining agreements. Answers inquiries from citizens regarding laws, ordinances, and police procedures.
- Coordinates operations and strategies with other local, State and National safety agencies to ensure a comprehensive, cost-effective program. Negotiates and administers mutual aid agreements and other formal and informal relationships on behalf of the City.
- Conducts site plan review in coordinated effort with other City Departments to insure prevention of crime, maintenance of order, and proper legal motor vehicle and pedestrian traffic control. Provides emergency management and response. Coordinates and cooperates with area law enforcement agencies.
- Participates in negotiating labor agreements as part of a negotiating team. Recommends alternative language, policy and procedure to maximize operational performance.
- Participates as a key member on commissions, committees, and projects and performs other duties as assigned by the City Manager, Mayor or City Council.

Under Michigan law, the Chief of Police is required to live within a 20 mile radius of the City of Saline. However, it is preferred that the Chief be a resident of the City of Saline within a reasonable time after appointment (as specified by the City Manager).

## ABOUT SALINE

Saline is a City in Washtenaw County, Michigan. It is located in southeastern Michigan, six miles southwest of Ann Arbor, home to the University of Michigan. At the 2010 Census, Saline has an estimated population of 9,151 and the City is 4.33 square miles in area.

The City is popular for its annual Celtic Festival, which attracts people from all over the United States and from its sister Cities of Brecon, Wales and Lindenberg, Germany.

Saline is served by a highly ranked, state and nationally, K-12 school system and is nearby to a number of institutions of higher education such as the University of Michigan and Eastern Michigan University. It is served by several U. S. highways and is near Interstate 94 which crosses Southeastern Michigan. It is also nearby to outstanding health care facilities, shopping and restaurants and the Detroit-Wayne County International Airport (about 35 miles east of Saline). The City is friendly and the citizens are highly engaged. The City is safe for citizens and the crime rate for a City its size, is the second lowest in Michigan.

Saline is a clean, sixty-five percent residential community with a defined downtown that is well-maintained. Housing stock is also well maintained. Manufacturing related operations account for the majority of industry in the Saline area. The largest employer in the Saline area is Faurecia, an international automotive parts manufacturer. The University of Michigan is the second largest employer of Salinians.



## CITY GOVERNMENT/ POLICE DEPARTMENT

The City Government of the City of Saline is stable and operates under a Home Rule City Charter. The City is governed by a Mayor elected at-large for a two-year term and six City Council members elected at-large for a two-year staggered terms. The current Mayor, Brian Marl has served since January 1, 2013. The current City Manager, Todd Campbell has served the City for almost 10 years. The City government is non-partisan. The City partners with Saline Main Street (part of the Michigan Main Street Program) to promote and maintain the downtown area. The City also has a Tax Increment Financing Authority (TIFA) throughout the community and in downtown.

Saline is a full-service city government providing most of the services typically provided by a municipality. Fire service is provided by a Fire Board which is partially paid by the City. It is a combination paid/volunteer fire service. There are three employee labor unions including two in the Police Department. The City currently has 58 FTE employees, plus approximately 120-130 part-time/seasonal employees. The FY 2018 General Fund budget for the City is approximately \$8.8M, with a total budget of approximately \$24M.

Currently, under the City Charter, City Council appoints all Department Heads. Also, Department Heads are re-appointed annually. Additionally, all Department Heads, including the Chief of Police, report to and are responsible to the City Manager on day-to-day operations.

The Saline Police Department has the second largest budget of all City Departments within the General Fund. It has a complement of 13 sworn officers, including the Chief. There are two reserve officers, four full-time and two part-time dispatchers and a part-time records clerk. There is one part-time vacant police officer position. The annual budget for the Department is \$2.06M.

Organizationally, below the Chief of Police, there are three Sergeants. The Department is very community-oriented, works as a team, is well-respected in the community and the county, has high morale and its relationships with other law enforcement agencies in the area and the State of Michigan are very positive. Turnover within the Department is low. Officers are compensated well.

The Department has a recently remodeled state-of-the-art Dispatch Center, new dispatchers and police officers are cross-trained as dispatchers. The Department utilizes the Lexipol Policies System.



## COMPENSATION

The starting annual salary for the Chief of police for the City of Saline will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

## HOW TO APPLY

This position is open until filled. First review of candidates will occur on October 12, 2017. Note: the first SKYPE meeting with the City Hiring Committee to discuss applicants to determine 10-15 candidates for telephone interviews by Jim Mercer is scheduled for **October 17, 2017** at 11 AM Eastern time.

Confidential resumes should be sent by close of business on **October 12, 2017** to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**1000 Cordova Place, #726**  
**Santa Fe, NM 87505**

**VOICE:** 505-466-9500  
**FAX:** 505-466-1274  
**E-Mail:** [j Mercer@mercergroupinc.com](mailto:j Mercer@mercergroupinc.com)  
**Website:** [www.mercergroupinc.com](http://www.mercergroupinc.com)



**The Mercer Group, Inc.**  
*Consultants To Management*

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