MICHIGAN SENATE
SENATE BUSINESS OFFICE
POSITION POSTING

SERGEANT AT ARMS / CHIEF OF POLICE

SUMMARY:

The Michigan Senate is seeking a respected and forward-thinking Chief of Police to lead a highly engaged team within a collaborative legislative environment that is dedicated to public service, safety, and institutional integrity. This position offers the opportunity to make a meaningful impact through public service while working alongside talented, committed colleagues who work to protect legislators, staff, and the public, while working closely with respected public servants. In addition to purposeful work, the Senate provides excellent benefits, generous leave programs, and a competitive 401(k) match.

Under the direction of the Director of the Senate Business Office, the Sergeant at Arms/Chief of Police provides immediate supervision of the Michigan Senate Police Department (MSPD) and administers all safety and security functions of the Michigan Senate. The Sergeant at Arms/Chief of Police is a certified Police Officer under the Michigan Commission on Law Enforcement Standards (MCOLES) and is the chief security officer of the Michigan Senate. The Sergeant at Arms/Chief of Police develops and administers comprehensive police and security related training programs, policies, and procedures, including educating Members of best practices, conducting threat assessments, and supervising overall security efforts at the Capital complex for the Senate as well as statewide, as appropriate, for Members and staff. Additional responsibilities include scheduling, project research, proposal and report writing. The Sergeant at Arms/Chief of Police attends sessions of the Senate, maintains order, and executes the commands of the Senate as directed by the presiding officer.

ESSENTIAL JOB FUNCTIONS

- Represents the Michigan Senate Police Department (MSPD) with MCOLES as the Sergeant at Arms/Chief of Police
- Oversees safety, security, and law enforcement services provided by all MSPD employees
- Provides immediate supervision of Asst. Sergeant at Arms/Deputy Chief of Police and Asst. Sergeant at Arms/Lieutenants of the MSPD
- Monitors criminal and non-criminal incidents and complaints requiring MSPD response within the Capital complex as well as statewide when deemed necessary or prudent by the Senate Majority Leader
- Documents and investigates all reports of suspicious or threatening acts made against Members or their staff and takes appropriate action, based on investigative findings and threat assessment; assists outside law enforcement agencies, as appropriate or necessary, in the investigation of crimes or threats committed against Members and staff
- Develops, writes, and implements MSPD policies and procedures, job descriptions, and emergency operations plans for the Senate

- Oversees the Senate's technology-based security systems
- Approves training requests and requisitions for MSPD supplies, equipment, uniforms, and other materials needed within the unit, using computer-based purchasing systems
- Attends meetings with federal, state, and local law enforcement authorities for planning and coordinating security for special event coverage, rallies and demonstrations at the State Capitol, and other law enforcement incident assistance, as needed
- Oversees MSPD sworn officer compliance process with MCOLES
- Ensures appropriate safety and security coverage, utilizing available resources, for all Senate areas and locations outside the Capital area, as directed by the Senate Majority Leader
- Researches, develops, and promotes new ideas for continued safety and security improvements for the Michigan Senate
- Attends sessions of the Senate acting under the direction of the presiding officer, maintaining order and decorum in the Senate chamber, gallery, and committee rooms
- Understands and enforces all applicable Senate Rules, policies, and guidelines during sessions of the Senate and committee meetings
- Serves as a reference for Senate Rule interpretations pertaining to Senate session, chamber floor access, floor privileges, Rules of Decorum, and media access and rules
- Ensures visitor access to Senate chamber and all Senate facilities is appropriately monitored and controlled
- Effectively communicates all pertinent law enforcement, safety, and security information to the Director of the Senate Business Office

SECONDARY DUTIES AND RESPONSIBILITIES

- Performs all Assistant Sergeant at Arms/Police Officer job duties, as needed
- Develops and writes MSPD staffing and equipment proposals, as needed
- Writes and presents MSPD activity reports
- Reviews MSPD emergency operations plans with Senate Members and staff
- Reviews all MSPD Officer reports
- Works with Senate Business Office department directors to ensure safety and security projects are completed
- Provides security presence for the Senate Business Office during the employee separation process
- Reviews resumes and conducts interviews for the hiring of new MSPD employees
- Serves as a liaison to other Senate departments and offices, vendors, state agencies, and the public, as requested by the Senate Business Office Director
- Performs all other duties, as requested by the Senate Business Office Director

EDUCATION/EXPERIENCE

- Bachelor's degree in Criminal Justice or related field required; Master's degree preferred
- MCOLES certification as a police officer or eligible for certification reinstatement required
- Minimum of ten years' experience in law enforcement, management, and criminal investigations required
- Five years supervisory or command experience preferred
- Certified in First Aid, CPR, and AED preferred

- Advanced Training (e.g. FBI National Academy, Northwestern Staff and Command training) preferred
- Other combinations of education and experience evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED

- Knowledge of the principles and techniques of modern management, and the ability to instruct, direct, and evaluate employees
- Knowledge of current law enforcement; security practices and procedures; and federal, state and local laws and ordinances
- Excellent verbal and written communication skills; experience in writing detailed reports, proposals, and policies and procedures
- Extensive knowledge of Senate Rules, policies, procedures, and guidelines and the ability to explain them to others and enforce as appropriate
- Knowledge of government building physical security practices, technologies, and staffing protocols
- Knowledge of current executive or dignitary protection practices
- Knowledge and proficiency in the use of computer programs used to create reports, conduct research, draft proposals, policies, and procedures, and communicate daily
- Ability to walk, stand, sit, and remain attentive for extended periods of time
- Ability to participate in physical training, such as defensive tactics and firearms qualifications
- Ability to balance authority with diplomacy and maintain a positive working relationship with others, including elected officials, staff members, and the general public
- Ability to use, or to be trained to use, equipment related to the duties of the position, including firearms, two-way radios, telephones, basic computer programs and specialized electronic security systems including access control and video monitoring systems
- Knowledge of building security access control, video monitoring, and visitor management systems
- Knowledge of current best practices for conducting criminal investigations
- Knowledge of current security and personal protection practices
- Ability to work outside of prescribed hours when necessary
- Ability to maintain favorable public relations, while maintaining confidentiality, in a nonpartisan and professional manner
- Ability to use diplomacy, discretion, and judgement in disseminating information
- Ability to maintain confidential information

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package
SALARY: $110,000 - $150,000
GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Applications will be accepted until the position is filled.
Interested applicants, please submit a cover letter, resume, and list of references to:

Human Resources
PO Box 30036
Lansing, MI 48909
Email: Resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.