



POLICE CHIEF

Job Description

I. IDENTIFYING INFORMATION

JOB TITLE:	Police Chief	WORK/PAY STATUS:	Full-time, Salary
SUPERVISOR:	City Clerk	FLSA STATUS:	Exempt
DEPARTMENT HEAD:	Police Chief	PAY GRADE:	8
DEPARTMENT:	Police	WORK SCHEDULE:	Varies
WORK LOCATION:	Police Station, Squad, & Community		

II. PURPOSE STATEMENT

PURPOSE & NATURE OF WORK:	<p>Performs para-professional, technical/specialized, and administrative work to manage the City's police department. Exercises overall and direct responsibility for several police functions including patrol, crime prevention, law enforcement, investigation, and emergency response. Manages budget and promotes the effective and efficient use of resources.</p> <p>This is working supervisor position in which the incumbent is expected to perform patrolling/policing activities during a significant percentage of the time.</p>
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III. ORGANIZATIONAL RELATIONSHIPS

Reports to:	City Clerk & City Council
Communicates with:	<p>All other city employees and volunteers</p> <p>Other police chiefs, county sheriffs, and state patrol directors; 911 dispatch and social services; DPS, DVS & BCA staff, FEMA staff, and staff of other state and federal agencies; vendors/suppliers; including repair shops; contractor's personnel; tourists and city residents; area hospitals, clinics, and detox centers; city schools and businesses, various civic/community organizations and groups.</p>
<i>Internally:</i> <i>Externally:</i>	
Supervises:	Departmental Police Officers

IV. DELEGATION OF AUTHORITY

AUTHORITIES & CURRENT APPOINTMENTS	<p>As administrative head of this department and the City's chief law enforcement officer the incumbent has authority to command licensed peace officer and control various systems, processes, and activities subject to City Council's policy guidance. Working with the City Clerk and Council the incumbent prepares department's budget, capital improvement plans, and equipment replacement plans and administers the budget in compliance with the City's purchasing policy and state requirements for bids/RFPs. Acts as City's principal liaison to sheriffs' offices and local/state/federal law enforcement agencies.</p>
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POLICE CHIEF

V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<p>DEPARTMENT ADMINISTRATION & MANAGEMENT</p> <ul style="list-style-type: none"> » Planning & Budgeting » Policies & Procedures » Laws, Rules & Regulations » Records & Information Management 	<ul style="list-style-type: none"> a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations and according to Council policies. b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency. c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed. e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; responds to legal requests (subpoenas, summons, etc.) and data compliance practices according to City policies for production.
<p>LEADERSHIP AND CLEO FUNCTIONS</p> <ul style="list-style-type: none"> » Knowledge & Expertise » Goals & Objectives » Programs & Initiatives » CLEO Functions » Criminal Justice » Community Policing 	<ul style="list-style-type: none"> f. Initiates and coordinates the department's short- and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's law enforcement efforts and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service. g. Provides technical expertise and professional knowledge in conducting more difficult and serious investigations to promote a satisfactory resolution and ensure efficient use of resources; works closely with attorneys and other relevant professionals on all legal matters; and represents the department in Court and other legal proceedings. h. Determines each licensed individual's eligibility to be hired according to POST requirements and City standards; depending on circumstance, submits appropriate personnel forms (e.g. <i>Request for Peace Officer License, Personnel Notification, & Employment Termination</i>) to POST; provides initial and continuing instruction on the use of force, deadly force, and the use of firearms within required time-frames; and receives, investigates, and resolves complaints of officer misconduct ensuring any appropriate sanctions are enforced and proper notifications are made. i. Establishes and implements or enforces statutorily-required, written policies; receives, reviews, and manages lawful disposition of seized firearms; and takes command of incidents/scenes when required. j. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.
<p>EQUIPMENT MAINTENANCE</p> <ul style="list-style-type: none"> » Replacement Planning » Maintenance & Repair 	<ul style="list-style-type: none"> k. Participates in the City's planning process for equipment replacement decisions by working closely with the City Clerk and City Council. l. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.

POLICE CHIEF

V. ESSENTIAL FUNCTIONS (cont.)	
<p>SUPERVISION OF DEPARTMENT EMPLOYEES</p> <ul style="list-style-type: none"> » Employee Relations » Hiring/Interviewing » Supervision & Work Scheduling » Performance Management » Discipline/Safety » Training & Development 	<ul style="list-style-type: none"> m. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring/interviewing, managing work schedules including leave approvals, assigning/prioritizing/reviewing work, coaching and evaluating performance, training and staff development, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council’s final approval for hiring and firing. n. Oversees and <u>regularly</u> participates in department’s cyclical work: supervises employees’ performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed. o. Promotes workplace safety through ongoing efforts related to employee training and awareness.
<p>COORDINATION WITH OTHER CITY DEPARTMENTS</p> <ul style="list-style-type: none"> » Joint/Shared Responsibilities » City-wide projects, events, & activities » Emergencies 	<ul style="list-style-type: none"> p. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings. q. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns. r. Provides administrative/technical support to other departments as workload and work priorities allow. s. Works closely with Public Works staff on unsafe/urgent situations and emergencies.
<p>EXTERNAL COMMUNICATIONS/RELATIONS</p> <ul style="list-style-type: none"> » City Representation & Liaison » Intergovernmental Relations » Business Relations » Public Relations » Media Relations » School Resources 	<ul style="list-style-type: none"> t. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues. u. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability. v. Receives requests for information, complaints, and other input/feedback about Police Department and either personally responds or directs subordinate staff to respond. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council’s consideration. w. Engages and interacts with School District #2884 administration, employees and students to share information, discern issues and concerns, conduct investigation of all reports initiated on the school’s property; responsible for investigation of criminal conduct occurring on District #2884 school buses; assignment to extra-circular activities that involve students within the school district building rapport with juveniles.
VI. OTHER DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> ▪ Performs other duties as directed by the City Clerk or Council. ▪ May be subject to periodic drug-testing as outlined in city policies. 	

POLICE CHIEF

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each major area of accountability ▪ City and relevant County ordinances, Council resolutions & directives; City and department policies and procedures ▪ Relevant state and federal laws/rules/regulations including court decisions ▪ City Council's overall budget goals and each department's work plans ▪ City and Department's organizational structure, operations, programs and activities ▪ City's geography, business & residential areas, and infra- & super-structure ▪ principles and practices applicable to modern law enforcement/policing and community policing ▪ management principles and practices as they apply to public sector ▪ OSHA and other safety-related laws, rules, and regulations ▪ office automation and other technologies useful for municipal operations ▪ program management, process control and improvement, work flow management 	<ul style="list-style-type: none"> ▪ planning and evaluating department's operations ▪ coordinating and controlling city-wide financial systems and programs ▪ preparing/administering operating and capital budgets and budget plans ▪ conducting research, analyzing/interpreting data, and preparing reports ▪ developing alternatives; including cost/benefit and other pros & cons of various options ▪ providing/presenting reliable information and sound advice to elected & appointed officials ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation ▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ using office software and ensuring information technologies help to increase work productivity ▪ operating a patrol vehicle and using personal and departmental weapons 	<ul style="list-style-type: none"> ▪ handle not public data and other sensitive information IAW state statute and City policy ▪ keep current on law enforcement/policing and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals) ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ implement Council policies and carry out Council and City Clerk/Treasurer directives ▪ interpret and administer polices with consistency and uniformity ▪ work independently and with a high level of initiative & resourcefulness ▪ cope with the mental stress of the position ▪ interact with various local & community organizations ▪ operate a personal computer and other typical office machines ▪ use active listening skills and receive input/feedback (and constructive criticism) on performance ▪ promote work products that are complete, accurate, and error-free ▪ work beyond normal work hours as well as evenings, some weekends, and holidays ▪ attend meetings within and outside the City

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (telephone, copy and fax machines, and other typical office equipment. Squad car/vehicle, MDC/MDT, mobile and portable radios, radar, firearms and other weapons, taser, mace, side handle baton, handcuffs, cameras/recording/A-V equipment, portable breath tester, medical equipment, defibrillator, window tint meter, investigative equipment, computer and office equipment, phone, and other personal and departmental equipment.

All machines, tools, and equipment used by subordinate personnel.

POLICE CHIEF

IX. MINIMUM HIRING REQUIREMENTS	
<i>Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials. An equivalent combination of education and experience may be considered during the hiring process.</i>	
For Use in Hiring and Promotions	<ul style="list-style-type: none"> I. Associate's degree in law enforcement, criminal justice or related program. II. Licensed as a peace officer with MN POST Board or eligible to be licensed (at time of appointment). III. Valid Minnesota driver's license (or ability to obtain within 60-days) AND satisfactory driving record. IV. Certification as First Responder (First Aid and CPR).
X. MINIMUM SELECTION STANDARDS (NOT ALL-INCLUSIVE)	
<i>Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.</i>	
For Use in Hiring and Promotions	<ul style="list-style-type: none"> V. Must be a United States citizen. VI. Must <u>not</u> have a felony conviction (as defined in MN) and must <u>not</u> be required to register as a predatory offender (under applicable state law). VII. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation. Must have knowledge of State Statutes and local ordinances. Must meet all other state requirements and City minimum hiring standards.
XI. WORKING CONDITIONS (summary only)	
<i>Includes characteristics related to both the job itself and its work environment.</i>	
	<p>Work involves an element of personal danger and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in a squad car, inside and outside the office, and in the community while wearing full duty gear. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while running, lifting/moving, and physically grappling with, and detaining/arresting people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.</p> <p>Must be able to respond to urgent and emergency situations.</p>

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)