



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Chief of Police</b>
<b>DEPARTMENT:</b>	<b>Police</b>
<b>SUPERVISOR:</b>	<b>City Administrator</b>
<b>STATUS:</b>	<b>Full-time/Exempt/Non-Union</b>

### PRIMARY OBJECTIVE OF POSITION

This position is a member of the city's management team. The Chief of Police works with the City Administrator and other department directors to assure compliance with the City's policies, goals, and programs designed to achieve interdepartmental communication and cooperation. Performs administrative and supervisory police work involving the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime, and providing emergency services; performs related duties as required. Oversees and participates in the patrolling of the community to enforce laws and ordinances, detect and prevent crime, to engage in proactive community policing, and protect life and liberty. Has highly developed communication skills and a proven record of leadership.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Plan, coordinate, supervise, and evaluate police department operations. Develop policies and procedures for the department mandated by law; ensure efficient operations of the department, and to implement directives from the City Council or City Administrator.
2. Maintains ethics and recommends hiring procedures.
3. Reviews departmental operations, programs and implements modifications and improvements; prepares and recommends long-range plans for city police department; develops specific proposals for action on current and future city needs.

4. Monitors operations to ensure compliance with applicable laws, regulations, rules and policies.
5. Determines access to records, oversees release of records as appropriate, and maintains records and files.
6. Approves permits for purchasing handguns.
7. Prepares a variety of written reports, and prepares and presents agenda items for City Council.
8. Oversees emergency response plans, natural disasters and evacuation procedures.
9. Interacts with all other departments and City Administrator on a regular basis and contributes policing perspective whenever requested on matters of health, safety and welfare.
10. Develops and maintains the general principles of community policing, especially crime prevention and proactivity with residents.
11. Directs the selection, supervision and work evaluation of department personnel; participates with Human Resources in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
12. Oversees preparation of reports for the City Administrator, City Council, FBI, State Bureau of Criminal Apprehension and others, as appropriate where activities of the police department are involved.
13. Promotes effective working relationships and high employee morale as the department supervisor; advises or assists staff in unusually difficult emergencies and crimes.
14. Directs the preparation and administration of the annual budget and fiscal operations of the department; directs the forecasting of additional funds needed to ensure adequate law enforcement services, programs, activities, and related tools, supplies, and equipment; approves expenditures within guidelines.
15. Acts as liaison with City and County Attorneys on criminal issues and other law enforcement inquiries.
16. Maintains effective community relations, including making public presentations at schools and community functions, encouraging community participation in crime

prevention, making it possible for community members to know and interact with police officers and responding to complaints and suggestions.

17. Coordinates the preparation of a wide variety of reports or presentations for city management or outside agencies.
18. Works closely with the City Administrator, the City Council, and other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
19. Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
20. Represents the city and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
21. Responsible for administering the City's social media program for the police department to ensure compliance with city policy.
22. Performs all duties consistent with Police Officer position.
23. Manages police department training program to ensure proper training and certifications of self and other department personnel.

#### **Additional Duties**

24. Performs other duties as assigned or apparent.

<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>
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1. Ability to be present at the primary work premise within 30 minutes.
2. Knowledge of law enforcement procedures and techniques, including operation of police vehicles, radios, radar and related equipment.
3. Knowledge of federal, state and local laws, standard practices in the field and department policies.



4. Knowledge of the geography of the City , including commercial buildings and the street system.
5. Knowledge of the techniques and methods used in the investigation and detection of crimes, identifying suspects, rules of arrest, search and seizure.
6. Skilled in handling and discharging firearms in an efficient and safe manner.
7. Skilled to expertly drive a motor vehicle, sometimes under adverse conditions and at high speeds.
8. Ability to communicate effectively, both orally and in writing, with elected officials, City staff, other law enforcement agencies, members of boards, committees and task forces, and the public.
9. Ability to analyze situations and determine appropriate action.
10. Ability to cope with situations firmly, courteously, and with respect for citizens' rights.
11. Ability to respond quickly and appropriately to crisis and emergency situations.
12. Ability to plan, analyze and direct police department operations, develop alternative, and determine the costs, advantages and disadvantages of various alternatives.
13. Ability to effectively develop policies, determine short and long term goals and establish procedures.
14. Ability to prepare accurate and thorough reports and to review staff reports.
15. Ability to supervise staff in a manner conducive to full performance and high morale.
16. Ability to allocate department resources effectively and to maintain records.
17. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
18. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
19. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
20. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.

21. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
22. Ability to exhibit excellent interpersonal and human relationship skills.
23. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and city-wide efficiency.
24. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
25. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.
26. The ability to work both independently and within a team.

#### REQUIRED QUALIFICATIONS

1. ~~Bachelor's degree in criminal justice, law enforcement, public administration, or related field~~A.A. degree in criminal justice, law enforcement, or related field and ten years of progressively responsible experience in law enforcement.-
2. ~~Seven years of progressively responsible experience in law enforcement.~~
3. ~~Four~~Five years of supervisory experience.
4. Must be licensed as a Peace Officer in the State of Minnesota.
5. Must possess a valid Minnesota drivers' license.

#### PREFERRED QUALIFICATIONS

1. Master's degree in criminal justice, law enforcement, public administration, or related field.

#### PHYSICAL REQUIREMENTS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires lifting and occasionally requires standing, walking, climbing or balancing, stopping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work requires close vision, distance vision, depth perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions, working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold, exposure to extreme heat, exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

*It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.*

Revised: March 15, 2016; June 4, 2024