

## **City of Grand Rapids Job Description**

**Job Title:** Chief of Police  
**Department:** Police  
**FLSA Status:** Exempt  
**Approved By:** City Council  
**Approved Date:** August 9, 2021

**Summary:** Performs complex professional and difficult administrative work planning, coordinating and directing the activities and staff of the police department, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Departmental supervision is exercised over all personnel within the department.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Plans, coordinates, supervises and evaluates police department operations.
- Develops policies and procedures for the Department in order to implement directives from the City Council.
- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situation and circumstances governing deployment.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for the reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Council regarding the Department's activities, and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representative and the public on all aspects of the Departments activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.
- Directs/coordinates investigation of major crime scenes.
- Analyzes and recommends improvements to equipment and facilities, as needed.

## **Education and/or Experience**

- Minimally possess a Bachelor's degree from an accredited college or university, with a commitment to obtain a Master's degree as demonstrated by recent accredited continuous course work toward this degree. A Master's degree preferred.
- Have a minimum of five years, full-time, increasingly responsible law enforcement experience in police work at time of appointment.
- Have a minimum of three years full-time experience as a Grand Rapids Police Sergeant or higher at time of appointment.
- Possess a peace officer's license to practice law enforcement as issued by the Minnesota Board of Peace Officers Standards and Training.
- Have a valid Minnesota Driver's License
- Maintain certification as an Emergency Medical Responder.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment below.
  - Police car, police radio, radar gun, handgun and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.
- Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions.
- Ability to conduct the duties of subordinate staff.
- Ability to prepare and negotiate with government agencies or contractors.
- Ability to prepare and secure additional funding through grants and other sources.
- Ability to prepare and facilitate a budget.
- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to direct, oversee and evaluate the work of staff.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.

**Physical Demands** This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, reaching with hands and arms and pushing or pulling and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, lifting and repetitive motions; work has standard vision requirements; 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; work requires preparing and analyzing written or computer data, 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 (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.