



CITY OF SPRING LAKE PARK
JOB DESCRIPTION

JOB TITLE: Chief of Police
DEPARTMENT: Police
REPORTS TO: City Administrator
DATE: January 1, 2020

POSITION SUMMARY:

To provide effective leadership in the planning, development, implementation and evaluation of a comprehensive, fair and impartial law enforcement organization which will continually demand the respect and confidence of the citizens of Spring Lake Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implement a program of law enforcement and public service, which will engender the respect and confidence of citizens, preserve law and order and protect life and property.
2. Clearly defines and interprets department rules, regulations and policies for department personnel to ensure consistent understanding and compliance with such policies throughout the department.
3. Delegates responsibility and commensurate authority to department personnel in a manner in which will remove uncertainty about their assigned duties and the level of performance expected.
4. Conducts routine tours and inspections of the City and the Police Department to keep abreast of developments in the City and evaluate the performance of department personnel.
5. Plans and directs a training program designed to increase employee awareness with changes in laws and individual rights in order to ensure compliance with POST standards and Minnesota Statutes.

6. Provides direct assistance in routine activities and special operations when circumstances dictate.
7. Develops and implements various crime prevention programs in a manner which will build community support and understanding of the need for such activities.
 - a. Analyze crime patterns throughout the City as the basis for planning a feasible and successful prevention program.
8. Prepares and submits a sound and documented budget for the department and controls expenditures within budgetary limitations.
9. Compiles and submit monthly reports to the City Council and makes personal presentations at meetings to provide accurate picture of law enforcement and public service activities being provided by the Department.
10. Maintain on-going contact with other police departments in surrounding communities as well as metropolitan agencies to keep abreast of new procedures, which will have application in Spring Lake Park.
 - a. Keeps up to date with current developments in the field of police administration through reading, attending seminars and other activities as appropriate.
11. Recognizes and accepts opportunities to address various civic groups on important aspects of police work in order to broaden understanding and cooperation throughout the community.
12. Works to ensure an effective program of preventative maintenance on all squad cars and related police equipment.
13. Assumes other responsibilities as apparent or as delegated.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to establish programs for law enforcement and see to it that they are achieved, implemented and effective.
2. Ability to promote a favorable image of the department and create good public relations through civic groups and other presentations in the community.
3. Ability to provide services and consistently command the confidence and respect of the community.

MINIMUM QUALIFICATIONS:

Must be a full-time licensed peace officer. Other minimum standards as determined by the City Administrator, Mayor and City Council.

RESPONSIBILITY FOR WORK OF OTHERS:

Is responsible for the work of all Police Department personnel.

