



CITY OF SPRING LAKE PARK  
JOB DESCRIPTION

JOB TITLE: Director of Public Safety/Police Chief  
DEPARTMENT: Police Department  
REPORTS TO: City Administrator  
DATE: February 2, 2021

---

POSITION SUMMARY:

The Director of Public Safety/Police Chief is responsible for all aspects of the City's protection and safety of the community and reports to the City Administrator. This position is responsible for the daily administration, coordination and operation of the Police Department through enforcement of statues and ordinances, dealing with and prevention of criminal acts, preserving the peace, investigating crime, providing emergency services, and performing related duties as required in order to provide the level of public service that meets the expectations of the Mayor, City Council and community

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, organizes, and directs the implementation of the department's short- and long-term goals, objectives, policies and strategies for the department to meet current and future needs of the City;
2. Responsible for the supervision, assignments and discipline of all department personnel in accordance with City Regulations, personnel policies and in conformance with State and Federal Laws;

3. Prepares annual departmental budget and administers approved budget by establishing operational standards for the department and regularly monitoring and controlling expenditures and allocations;
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. Conducts annual reviews of all department personnel to provide constructive guidance for improving development of all personnel relating to their duties and performance.
6. 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, Minnesota Statutes, or Federal Laws;
7. Designs, develops and administers new programs or changes in existing programs, which will improve the operations and services of the department;
8. Responsible for establishing and fostering positive community and department relationships by meeting with members of the community, school officials, business professionals, representatives of homeowner associations, and political figures regarding law enforcement matters and community relations;
9. Designs, develops and administers the recruitment, testing, selection of police officer candidates and/or promotion department personnel;
10. Compiles and submit monthly reports to the City Council and makes personal presentations at meetings to provide an accurate picture of law enforcement and public service activities being provided by the department.
11. Maintain on-going contact with other police departments in surrounding communities as well as metropolitan agencies to keep abreast of new procedures, applicable 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.
12. 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.

13. Works to ensure an effective program of preventative maintenance on all squad cars and related police equipment.
14. Directs and participates in continuous improvement training and development of all personnel in their duties and in new methods of law enforcement, crime detection, and crime prevention;
15. Professionally and accurately prepares and delivers verbal and written reports as required;
16. Perform the duties of Emergency Management Director as required by local, State and Federal requirements, in conjunction with the Spring Lake Park/Blaine/Mounds View Fire Department Director and is responsible for the development of the Disaster Preparedness Plan for the City;
17. Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities.
18. Works closely with other city departments to maintain harmonious relationships throughout the organization and to ensure efforts are directed toward common City goals.
19. Oversees accident prevention program for the department and organization by serving on the Safety Committee in order to prevent on-the-job injuries, as well as damage to equipment and property;
20. Participates as member of the management team;
21. Performs other duties as assigned by the City Administrator.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of principles of modern police administration and operation of police department;
2. Considerable knowledge of equipment used in police work;
3. Considerable knowledge of scientific methods of crime detection and criminal prevention;

4. Maintain considerable knowledge to oversee and assist the assigned Agency TAC with the management and adherence of the requirements set forth by the Bureau of Criminal Apprehension (BCA) for CJIS/CJDN/NCIC network compliance, in accordance with Federal Standards.
5. Considerable knowledge of federal, state, and local laws which are under the jurisdiction of the police department
6. Considerable ability to plan, assign, supervise, and review the work of the police force in the performance of their duties and to instruct them in the best methods of doing their work;
7. Ability to analyze, interpret and enforce federal, state, and local laws and court decisions;
8. Ability to prepare technical reports that are factual, understandable, logical, concise, and objective;
9. Demonstrates leadership abilities which convey and stimulate enthusiasm, initiative, creativity, and genuine concern for the welfare of the community;
10. Ability to promote a favorable image of the department and create good public relations through civic groups and other presentations in the community.
11. Ability to provide services and consistently command the confidence and respect of the community.
12. Demonstrates ability to initiate and maintain positive relationships with all public contacts;
13. Demonstrates ability to be open, receptive, and approachable in both formal and informal situations.

**MINIMUM QUALIFICATIONS:**

1. Licensed Peace Officer or eligible to be licensed as a Peace Officer within the State of Minnesota;
2. Graduated from an accredited college with a minimum degree(s) of an Associates of Applied Science (A.A.S.), or Associate of Arts (A.A.);

3. Possess a Valid driver's License;
4. Possess five years of increasingly responsible experience in police work including supervisory and command levels.
5. Thorough knowledge of principals and technical practices of modern police and public administration, as well as knowledge of scientific methods of crime detection and criminal identification;
6. Thorough knowledge of federal, state, local laws and ordinances pertaining to police work;
7. Ability to effectively lead, plan direct and evaluate the work of subordinates in the department;
8. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in accordance with proper City policy and procedures;
9. Ability to establish and foster effective and cooperative relationships with employees, other departments in the City, with legislative groups, officials, civic leaders and other agencies;
10. Ability to communicate effectively verbally and in writing;
11. Knowledge of automated systems, applications, and technology related to law enforcement;
12. Develop and administer departmental budget within guidelines;
13. Have attended and completed an advanced management training (Southern Police Institute for Department Management, Federal Bureau of Investigation Academy, Northwestern School of Police Staff and Command, or related program).