



## Police Chief Job Description

**Position Title:** Police Chief  
**Department:** City of Emily Police Department  
**Reports To:** City Council  
**FLSA Status:** Full-Time-Exempt [No overtime authorized per FLSA U.S.C 213(b)(20)]

### **Primary Objective of Position**

Under direct supervision of the City Council. The Police Chief is responsible for the supervision and administration of the Police Department. The Police Chief also serves in a supervisory or support role over specific emergency management situations and other public safety functions per the Emergency Management Plan.

The Police Chief is charged with the protection of all persons and property in the City through the prevention of crimes, accidents, and civil disorders, including activities designed to suppress criminal activities, control traffic, educate the public, and enforce all local ordinances and laws within the City.

### **Essential Functions of the Position**

Essential duties listed below 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 if the work is similar, related or logical to the position.

- Oversee, and is ultimately responsible for, the training and management of all personnel who report directly to the Police Chief. Provides for the development and improvement of personnel through counseling and performance evaluations and recommends discipline and termination procedures.
- Oversee and participate in the development of the Police Department budget. Forecasts funds needed for staffing, equipment, materials, training, technology needs and supplies.
- Establish departmental rules and regulations in accordance with City personnel policies, State Statutes, POST Board regulations, and OSHA guidelines.
- Promote positive working relationships within the City as well as other city, county, state, and federal agencies; answer questions from the public concerning local and state laws, procedures and activities.
- Provide strong leadership in a non-political manner that encourages participation in city-wide decisions as a supportive team member.
- Maintain regular office hours as directed by City Council.

- Schedule shifts and assign duties to provide maximum law enforcement coverage and for special events as necessary.
- Maintain a complete record system including personnel and case files and implements procedures for their processing and keeping as required by law
- Report informational data and monthly statistics in writing and verbally to the City Council on police related issues during regular City Council meetings or upon request by City Council.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
- Knowledge of federal, state and local laws, codes and regulations including laws governing the apprehension, arrest and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Patrol
  - This is by means of foot patrol or squad patrol and includes proactive policing for the prevention of crimes, enforcement of traffic and other laws including local ordinances. Perform security checks of public and private establishments including residences when requested.
- Conduct investigations
  - Perform specialized investigative duties involving the interpretation, explanation, and application of laws and proper investigative techniques.
  - Gather, assemble, analyze, and evaluate facts and evidence, drawing appropriate conclusions and making recommendations for the disposition of cases.
  - Secure information from witnesses, victims, and suspects.
- Work in partnership with other departments:
  - County Attorney's Office
  - Sheriff's Office
  - Other Police Departments as needed
  - Fire department
  - First Responders
- Participate and attend all required education and training and maintain a passing score on all courses.
- Perform a variety of administrative and other types of duties in completion of law enforcement services.
- Initiate and complete reports, legal documents, and other required paperwork; prepare a variety of reports including those on activities, operations, arrests made, and unusual incidents observed; prepare investigative reports and case information.
- Testify in courts and at hearings; prepare and present case evidence; respond to mandatory court calls during irregular hours.
- Direct traffic at fires, special events, and other emergency situations; provide traffic and crowd control at events; provide security at City Council meetings and other City functions.
- Enforce parking regulations; issue citations; tow vehicles that are in violation of codes.

- Judge situations/people accurately.
- Conduct a variety of criminal and special investigations.
  - Gather, assemble, analyze, evaluate, and use facts and evidence.
  - Interview victims, complainants, witnesses, and suspects.
- Accurately observe and remember names, faces, numbers, incidents, and places.
- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Prepare and make presentations related to law enforcement efforts in the community.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Work irregular and on-call hours including weekends, evenings, and holidays.
- Meet and maintain required peace officer employment standards.
- Meet and maintain the departmental firearms qualifications standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Meet department's psychological and background requirements.

### **Examples of Performance Criteria**

- Perform a wide range of law enforcement assignments
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Interpret and explain City law enforcement policies and procedures.
- Think clearly and act quickly in a variety of situations.

### **Minimum Qualification**

- Possession of a Minnesota Post License.
- Possession of a valid Minnesota Class D driver's license or better.

### **Desirable Qualifications**

- Police methods and procedures including patrol, crime prevention, traffic control, and investigation.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Offensive and defensive weapons nomenclature and theory.
- Techniques and applications of self-defense and proper use of force.
- Operational characteristics of police equipment, vehicles, and tools including firearms, chemical agents, baton, and other related paraphernalia.

- Use of firearms and other modern police equipment.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Principles and applications of public relations.
- Principles and practices of data collection and analysis.
- English usage, spelling, grammar, and punctuation.
- Basic principles of business letter writing and basic report preparation.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- First aid and CPR techniques.
- Investigative techniques, procedures, and sources of information.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Recent court decisions on arrest procedures and the preservation and presentation of evidence.
- Methods and techniques used in interviewing witnesses, victims, or suspects including effective methods of obtaining information from reluctant witnesses.

### **Equipment/Job Location**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the job. Duties performed are typically outside, and, therefore, subject to climatic extremes.

### **Conditions of Employment**

- Must comply with organizational and department policies
- Must possess a valid Class D driver's license

This position 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 city and requirements of the job change.

The city of Emily is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.