

CITY OF ADAMS POSITION DESCRIPTION

CHIEF OF POLICE

PRIMARY FUNCTION: To direct the administration and operations of the Police Department and carry out the mission and vision for the City. Supervise, coordinate, lead, teach, schedule activities, conduct criminal investigations, enforce laws and ordinances, and communicate internally and externally. Be a patrolling officer.

SOURCE OF SUPERVISION: City Council

SPAN OF CONTROL: Police Officers

WORKING PROCEDURE:

The listed examples may not include all duties performed by this position nor are they in any order of priority.

1. Plans, organizes, and directs overall administration and operation of the police department.
2. Supervises and evaluates subordinates and participates in actions such as interviewing, hiring, training, assigning and prioritizing work, scheduling staff and approving time off, and rewarding and disciplining as necessary.
3. Develops and oversees policies and procedures and practices for the department to ensure a safe and efficient operation.
4. Conducts or oversees internal investigations or any complaints against department staff; maintains discipline and ethics.
5. Reviews departmental operations and develops short and long range plans.
6. Oversees or conducts investigations.
7. Researches and recommends cost-effective purchases of major items; obtains approval from the City Council for costly items.
8. Patrols the community to enforce laws and ordinances, detect and prevent crime, provide traffic control and protect life and property.
9. Apprehends and arrests law violators, prepares written reports of crimes, and assists in the prosecution of law violators.
10. Collects and preserves evidence and takes pictures of crime scenes.
11. Administers preliminary breath test for DWI.
12. Enforces traffic laws, operates radar, and writes violations; enforces snowmobile and ATV laws within the jurisdiction of the department.
13. Assists other agencies such as the county, area communities, and the State Patrol as requested.
14. Responds to accident scenes; initiates investigations; administers first aid until more qualified personnel arrive on the scene; directs traffic flow; and assists with the transport of patients, if needed.
15. Testifies in court as arresting officer; signs complaints.
16. Interviews witnesses and victims and takes their statements; interrogates suspects.
17. Responds to domestic and bar disputes and to complaints from citizens of crimes committed, lost or stolen property, and other law enforcement of public safety concerns.
18. Prepares reports, maintains records and reviews and approves reports of officers.
19. Attends City Council meetings and responds to questions, complaints, or concerns as needed.
20. Attends other departmental, local, and state meetings as a representative of the city.
21. Provides input to the City Clerk during annual budget discussions as it affects the Department.
22. Transports prisoners and suspects for chemical testing administration, interrogation, and/or booking and incarceration.
23. Plans crowd control measures for special community events.
24. Conducts background checks on license applications and recommends approval to the Council.
25. May serve warrants and subpoenas; present evidence necessary for issuance of arrest or search warrants to the City and County Attorneys.
26. Periodically checks the security of business establishments and vacant residences.
27. Resolves and mediates disputes in citizens' homes, places of business or other public gathering places.
28. Answers citizens' requests for information including directions, regulations, ordinances, and where to obtain additional information.
29. Ensures all equipment and vehicles used by the department are maintained.

30. Keeps firearms clean and operating and maintains proficiency in firearm use, self-defense, and first aid; ensures staff is properly trained and certified.
31. Evaluates employees based upon Personnel Policy.
32. Completes all required reporting to organizations such as the Bureau of Criminal Apprehension, State and Federal Homeland Security, U.S. Coastguard, MSHA, OSHA, and POST.
33. Remains trained and able to perform all duties of police officer.
34. Maintains/updates department policies and procedures
35. Performs other duties when assigned or when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of police procedures and techniques used in the apprehension of criminals and prevention of crime including operation of police vehicles, radios, radars and related equipment.
2. Thorough knowledge of appropriate records and reporting systems.
3. Considerable knowledge of Federal, State, and Local Laws and Department policies.
4. Considerable knowledge of general statutes related to police powers.
5. Considerable knowledge of city layout including important buildings and the street system.
6. Working knowledge of P.O.S.T. crime reporting, Bias reporting, complaint of wrong doing by an officer, and P.O.S.T. required policy reviews.
7. Working knowledge of courtroom procedures.
8. Working knowledge of the Bureau of Criminal Apprehension mandatory crime reporting.
9. Working knowledge of State and Federal Homeland Security mandatory reporting.
10. Working knowledge of MSHA regulations as pertaining to police department.
11. Working knowledge of rules and regulations of pipeline safety.
12. Working knowledge of School Patrol operations.
13. Considerable skill in handling and discharging firearms in an efficient and safe manner.
14. Considerable skill to expertly drive a motor vehicle under any condition.
15. Considerable ability to analyze situations and determine appropriate action.
16. Considerable ability to respond quickly and appropriately to crisis and emergency situations.
17. Considerable ability to work with other Chief Law Enforcement Officers.
18. Considerable ability to cope with situations firmly, courteously, and with respect for citizens' rights.
19. Considerable ability to apply laws to specific incidents.
20. Considerable ability to see, hear, and remember people, evidence, facts, and circumstances.
21. Considerable ability to communicate effectively, orally and in writing, with the public and with elected and State officials.
22. Considerable ability in budget preparation and grant writing.
23. Considerable ability to schedule department personnel to maximize efficiency and minimize overtime.
24. Considerable ability to bend, crouch, stoop, stretch, and crawl periodically as needed.
25. Considerable ability to lift and carry or drag objects or people during a lake or accident rescue and to subdue suspects as required.
26. Considerable ability to operate a two-way radio and other department equipment.
27. Considerable ability to read and follow department policies and to read police reports.
28. Considerable ability to prepare accurate and thorough reports and to operate a typewriter and computer.
29. Considerable ability to investigate crimes and accidents.
30. Considerable ability to perform public speaking in front of City leaders, media, and public.
31. Considerable ability to work with City Attorney and County Attorney.
32. Working ability to maintain a certification as a First Responder or in First Aid.
33. Working ability to obtain and maintain a certification in chemical testing operation.

MINIMUM APPLICATION REQUIREMENTS:

1. Must have at least five (5) years experience as a Police Officer
2. Must have graduated from high school or equivalent.
3. Must have current and active Police Officers Standards and Training (P.O.S.T.) license and maintain such license.
4. Must have at least one (1) year administrative and supervisory experience above the rank of patrol officer, associate degree, (bachelors degree preferred) and/or have completed a Police Chief Command or Management School (i.e. MN Chiefs of Police Command School, Bureau of Criminal Apprehension Management School, Northwestern University Police Management School, etc.)
5. Must not have criminal convictions that would prohibit post licensing.

6. Must be able to meet the physical demands/requirements of Minnesota Peace Officer Training Board (P.O.S.T.) and maintain those requirements.

MATERIALS: First Aid Materials, Mace, Ammunition, Flares, Miscellaneous Reporting, Etc.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to use hands to handle, feel, lift, or operate objects or vehicles, reach with hands and arms, walk, sit, run, and talk or hear. Specific vision abilities include distant and close vision, color vision, and the ability to adjust focus. The employee is required to climb or balance, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT:

While performing the duties of this job, the employee spends considerable time sitting in an automobile or at a desk. Traffic conditions and violations, accidents, and crime incidents may require exposure to all types of weather. The employee may be exposed to severe injury in investigating and making arrests. Employee is required to carry a firearm. Employee may have exposure to injury, trauma, angry or violent individuals, animal bites, blood-borne and air-borne pathogens, traffic accidents, visual and emotional trauma, toxic chemicals, and other hazardous conditions.

OTHER INFORMATION:

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

Council Approval Date: 04/02/2019