



Job Description

Job Title:	Police Chief	Job Grade:	240
Department/Group:	Police	Exempt Status:	Exempt
Reports To:	City Manager	Date Created:	March 2019

JOB SUMMARY

The Police Chief leads the police department and oversees the 24/7 operation of police and emergency response for the city. Plan, budget and coordinate operation and response priorities, make executive decisions on resource allocation, research and implement operational efficiencies, ensure compliance with state statute, and ensure fair and impartial delivery of police services to the city of Prior Lake and the Shakopee Mdewakanton Sioux Reservation lands within the city. Collaborate with other department heads on delivery of services within the city, and with county leaders as well as other city leaders throughout the county on public safety topics.

PRIMARY JOB FUNCTIONS:

- Develops, plans, implements and analyzes the organizational structure, staffing, and work functions of Department personnel to ensure law enforcement and public services are being provided within the City which will preserve law and order and protect life and property.
- Drafts, defines and communicates department directives, rules, regulations and operating policies. Approaches policy, procedures or program changes in a collaborative manner, inclusive of subordinates and/or other City staff as needed.
- Sets standards and reviews performance of employees directly supervised.
- Develops, implements and reviews on-going training and mentoring programs to assure that personnel have the skills to efficiently and effectively complete their work.
- Initiates or recommends to the City Manager disciplinary action, when justified.
- Requires supervisory personnel to review performance of staff assigned under their supervision.
- Oversees the prompt and thorough investigation of all crimes and traffic accidents reported within the City and the presentation of evidence to the County Attorney and/or court for appropriate disposition.
- Timely follows up on complaints and other matters of public interest related to law enforcement.
- Promotes a collaborative work effort with other City departments, appropriate community groups and other law enforcement agencies.
- Represents the city on various police related organizations and promotes communications between the City, patrol, and other governmental jurisdictions.
- At all times projects a positive image within the community; highly prioritizes public relations and on-going communications.
- Analyzes expenditures and programs on a regular basis. Develops annual operating budget with supporting data, and maintains control of expenditures within budget as authorized.
- Keeps City Manager informed of developments and police operations.
- Makes written and verbal reports to the City Manager and City Council as necessary.
- Recognizes and accepts opportunities to address civic, schools, neighborhoods and other Prior Lake groups on important aspects of police work to broaden their awareness of public safety issues and programs.
- Responsible for compliance with EEO, OSHA, and other mandated regulations.

SECONDARY JOB FUNCTIONS:

- Participates personally, as may be necessary, in performing police work activities, such as making arrests, interrogating

suspects, collecting and preserving evidence, etc.

- Performs other work as apparent or as directed by the City Manager.

COMPENSATION & BENEFITS:

- Salary range of \$111,194 - \$138,998 annually.
- 20 vacation days, 2 personal days, and 12 sick leave days sick annually.
- Health, Dental, Life insurance and other voluntary benefits. Retirement Health Savings Plan.
- PERA Retirement and optional deferred compensation plan.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's degree in law enforcement, public administration, business administration, or related field. Advanced degree is preferred.
- A minimum of 10 years progressively responsible experience in law enforcement field, including experience in a variety of police management functions, including direct responsibility for managing an agency budget.
- A minimum of five years supervisory experience is required.
- Must have held rank above Sergeant for at least one year.

Certificates/Licenses Required:

- POST license, Staff and Command Training (such as, FBI NA, Northwestern or Southern Police Institute).
- Valid Minnesota driver's license.

INTERNAL/EXTERNAL CONTACTS:

Supervisory/Managerial Responsibility:

- Supervises Commander and Records Supervisor.
- Employee reports to and receives direction from the City Manager.

Internal/External Contacts:

- Daily contact with all Police Departmental staff.
- Daily to weekly contact with department heads, City Council, other city department staff, the public and other Law Enforcement professionals, Citizen groups, businesses and organizations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of the theories, principles and practices of modern police enforcement and administration.
- Thorough knowledge of department policies, rules and regulations, and of controlling laws, ordinances and court decisions.
- Considerable knowledge and proficiency in use of technology, and in evaluating use of technology in law enforcement.
- Considerable knowledge of the use of police records and their application to police administration, planning and problem solving.
- Ability to manage police services and personnel within the allocated resources.
- High emotional intelligence. Ability to be positive and foster high morale within the department and the city.
- Strong interpersonal skills to build positive collaborations with other city departments, community partners, and elected officials.
- Considerable knowledge of the role of county, state and federal enforcement, regulatory and licensing agencies.
- Ability to plan, schedule, supervise and review the work and performance of subordinates in a manner conducive to full performance.
- Ability to prepare, clearly and concisely, comprehensive reports, budgets, metrics, and analysis of police services.
- Culturally competent with ability to work with diverse communities.

WORK ENVIRONMENT:

- Primarily office conditions.

- Some exposure to outside and inclement weather.
- Potential exposure to blood pathogens if directly engaged in active police work.
- Potential exposure to MACE if directly engaged in active police work.
- Potential exposure to communicable diseases if directly engaged in active police work.
- Position demands driving in all conditions.
- Life threatening situations.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Occasionally involved in pursuit and apprehension.
- May be involved in high speed automobile chases.
- May need to chase suspects on foot over all types of terrain.
- Ability to lift up to 50 pounds and pull up to 100 pounds to drag a human body of average weight.
- May be assigned to work a rotating schedule.
- Wear complete uniform, including gun belt.
- Interaction with criminal element and may occasionally deal with angry or upset citizens.
- Armed confrontation and weapon responsibility.
- Life threatening situations.
- May be required to frequently stand, walk and use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell.

EQUIPMENT REQUIRED TO PERFORM JOB:

- Desktop Phone/Cell Phone
- Desktop Computer
- Copier machine
- Weapon
- Equipment needed for Police Departmental work

SUPPLEMENTAL QUESTIONS

1. Describe the three (3) most desirable attributes that a Police Chief should possess and why.
2. Explain your communication style and the steps you have taken to enhance communication both internally to police employees and externally to a community that wants to be informed.
3. All department heads in the City of Prior Lake are expected to work together. Describe your experience working as part of an integrated government leadership team. Please provide a specific example of a time when you worked with another department within your organization to achieve an outcome that benefited the organization.

HOW TO APPLY

1. Obtain an application from our website: <http://www.cityofpriorlake.com/jobs.php>.
2. Email completed application, supplemental questions and any additional information by April 5, 2019 to aschroeder@cityofpriorlake.com.

This position may have access to data that could be classified as non-public under the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

Non-Discrimination Policy

The City of Prior Lake will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.