

City of Brownton

Police Chief Job Description

Job Title: Police Chief

Supervisor: Mayor, City Council

SCOPE OF WORK:

The police chief is a working position responsible for the supervision and coordination of the police department and acts under the authority of the City of Brownton. The position performs a variety of complex administrative, supervisory and professional work in planning, coordinating, directing, and performing the activities of the police department.

DUTIES PERFORMED:

- Plan, coordinate, supervise, evaluate, and perform police department operations.
- Develop policies and procedures for the department in order to implement directives from the city council/mayor.
- Plan and implement a law enforcement program for the city in order to better carry out the policies and goals of the city council/mayor; reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinate the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluate evidence, witnesses, and suspects in criminal cases to coordinate all aspects and to assess for trends, similarities, or for associations with other cases.
- Participate in the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Direct the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Train and develop department personnel.
- Handle grievances, maintains departmental discipline and conduct and general behavior of assigned personnel.
- Prepare and submit periodic reports to the city council/mayor regarding the department's activities and prepare a variety of other reports as appropriate.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities.
- Attend conferences and meetings to keep abreast of current trends in the field; represent the city police department in a variety of local, county, state and other meetings.
- Cooperate with county, state and federal law enforcement officers as appropriate where activities of the police department is involved.
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.
- Perform routine police work activities such as patrolling, ticketing and making arrests, reporting and ticketing for 1) blight, 2) unlicensed animals and 3) snowbirds, and maintaining the police squad cars and all equipment.
- Perform other related duties and responsibilities as required.

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KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances, and department rules and regulations.
- Skill in the use of the tools and equipment listed below.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and supervisors.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to give verbal and written instructions.
- Ability to meet the special requirements listed below.
- Advanced first aid, emergency medical responder, or EMT certified.
- Ability to meet department's physical standards.

MINIMUM QUALIFICATIONS:

- Minimum two-year degree in law enforcement.
- Licensed as a full-time Minnesota Peace Officer by POST Board.
- Physical Strength: The job involves chasing suspects, controlling public behavior, and exerting force when necessary. A good stamina is needed for these activities.
- Communication and interpersonal skills: A police officer needs to be a good communicator. Also, a good relationship with members of the community will be useful during investigation.
- Confidence, confidential and calm demeanor: These three traits are very essential of a police officer. He/she should exude calm and confident demeanor at all times. Also, witnesses will like to be assured of confidentiality when they grant interviews.
- Emotionally mature and tact: He/she should be able to handle sensitive situations and know how to relate unpleasant news to people. In addition, a police officer must remain impartial when treating criminal cases no matter who is involved.
- Perception and good judgment: A police officer must be able to reason logically and make valid conclusions about issues without bias.
- Police exam: To complete the recruitment process for this job, you will be required to take and pass a test.
- Valid Class C Minnesota driver's license.
- Attend semi-annual training to obtain crisis response, conflict management and cultural diversity training credits.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun, taser, body camera and other weapons as required, side handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal and squad computer including word processing software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk, run; use hands to finger, handle, or operate objects, controls, or tools as listed above; reach with hands and

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arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

Disclaimer: The duties listed above are intended only as illustrations of the various types of work performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a 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 the needs of the employer and requirements of the job change.

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