

**City of Le Center
Position Description**

CHIEF OF POLICE			
DEPARTMENT	SUPERVISOR	SUPERVISES	FLSA CLASSIFICATION
Police	City Administrator	Patrol Officer	Exempt

POSITION OVERVIEW

This is a Full-time appointed position, as the department head of the Le Center Police, requiring 40+ hours per week with attendance at meetings and functions outside of normal office hours. To provide leadership in the areas of crime prevention, law enforcement, and public safety within the City of Le Center. These objectives must be achieved in a manner which is fair and impartial and always commands the respect and confidence of citizens. To perform the duties prescribed by law and insure the Le Center Police Department operates at the highest level obtainable to maintain law and order, and protection of life and property.

SCOPE OF AUTHORITY AND DISCRETIONARY JUDGEMENT

The individual has decision making authority regarding the following:

- Planning, organization, and function of the Police Department staff to achieve objectives of the department.
- Define and communicate department rules, regulations, and operational policies.
- Administer and coordinate all police record keeping.
- Review and evaluate Police budgets to make sound financial judgements in the operation of the department.
- Evaluation of performance criteria for Police Officers within the Le Center Police Department.

ESSENTIAL FUNCTIONS

- Exercises general and technical supervision over the Police Officers in the department.
- Supervision of department staff in the performance of their duties including training personnel in work methods and procedures; assignment of work and performance evaluations; approving overtime, vacations, and leaves; rewarding/disciplining employees; recommendations on hiring, suspension, and dismissal of employees.
- Continuous review and evaluation of all phases of the ongoing department operations and staff development programs as a basis for development of improved organizational methods and policies.
- Conducts and or oversees investigations of crimes and accidents; refers cases to county and

state agencies as appropriate.

- Maintains effective community relations.
- Participates in the development and administration of the Police department budget, tracks, approves, and monitors expenditures.
- Attends the regular city council meetings to present the monthly police activity log and address any other concerns.
- Represents the city in various police related organizations to assure sound communications between the city and other governmental jurisdictions.
- Completes and submits applications for state aid reimbursement for training and related expenses.
- Sets up training programs and assures that department members maintain current peace officers licensing with the state of Minnesota. Maintains any such training records.
- Serves as the primary Public Safety Officer: recommending measures to be taken and ordinance revisions to ensure the safety and welfare of the citizens of the City of Le Center.
- Performs the following duties as an on-duty Police Officer:
 - Serves civil and criminal process papers, and warrants.
 - Patrols the community to enforce laws and ordinances.
 - Apprehends and arrests law violators, prepares written reports, and assists in prosecution.
 - Collects and preserves evidence; takes pictures.
 - Enforces traffic laws, operates radar, and writes violations.
 - Responds to accident and fire scenes, administers first aid until more qualified personnel arrive on the scene. Directs traffic and assists as needed.
 - Testifies in court as an arresting officer.
 - Interviews witnesses and victims, takes statements, and interrogates suspects.
 - Makes public presentations at schools and community functions.
 - Transports prisoners and suspects for incarceration and or testing.
 - Removes hazards in roadways and on sidewalks and places barricades as needed.
 - Answers citizens questions; directions, regulations, ordinances.
 - Maintains and utilizes a call list of priority notifications for severe weather.
- The ability to receive phone calls from patrol officers or other government agencies outside of normal working hours to assist in the overall success of the police department.
- Assumes other responsibilities as apparent or as delegated by the City Council, City Administrator, or the City Attorney.

PUBLIC RELATIONS

Maintaining a public relations atmosphere which allows the community as a whole to understand and respect the intent of city ordinances, and the need for enforcement to attain the common good, is of utmost importance. To accomplish this, a minimum of the following activities must be undertaken:

- Promote a cooperative work effort with other city departments, appropriate community

groups and other law enforcement agencies in the area.

- Maintain a sensitivity to the need for achieving favorable public relations in the community which will develop understanding and respect for the various ordinances which must be enforced.
- Recognize and accept opportunities to address civic, school, and church groups, on important aspects of police work to broaden their understanding and cooperation with the need for sound and efficient law enforcement.
- Keep City Council informed of all developments necessary to function effectively as the City's Police Chief.
- Make written and verbal reports to the City Council and the City Administrator as requested.

KNOWLEDGE, SKILLS, AND ABILITY

The individual must possess the following skills:

- Considerable knowledge of police procedures and techniques including operation of police vehicles, computers, radios, radar, and related equipment.
- Considerable knowledge of federal, state, and local laws.
- Considerable knowledge of city layout including important buildings and the street system.
- Considerable skill in handling and discharging firearms in an efficient and safe manner.
- Considerable skill to expertly drive a motor vehicle under any condition.
- Thorough ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.
- Thorough ability to apply laws to specific incidents.
- Considerable ability to cope with situations firmly, courteously, tactfully, and with respect for citizen's rights.
- Considerable ability to observe and remember people, facts, and circumstances.
- Considerable ability to investigate crimes and accidents.
- Considerable ability to communicate effectively both orally and in writing with elected officials, city staff, other law enforcement agencies, and the public.
- Considerable ability to prepare accurate and thorough reports.
- Considerable ability to supervise staff and ensure all policies, procedures, and protocols are followed.
- Considerable ability to prepare and administer budgets.
- Working ability to maintain certifications as a peace officer.

MINIMUM QUALIFICATIONS

- Licensed as a Peace Officer in the State of Minnesota.
(P.O.S.T. Certified)
- Associate degree in law enforcement or criminal justice.
- Five years of experience as a police officer.
- Valid Minnesota Class D driver's license.

- This position is an essential employee. Therefore, it is required that residence within 15 minutes response time to the Le Center City Hall be established and maintained within 90 days of beginning employment.
- It is a requirement of the City of Le Center that any applicant being considered for this position undergo the following pre-employment examinations and checks, arranged for and at the expense of the City of Le Center, before an offer of employment is made:
 - Psychological Examination.
 - Physical Examination.
 - Background Check.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing or walking for long periods.
- Sitting for long periods.
- Bending, crouching, stooping, stretching, or crawling.
- Operating a motor vehicle.
- Grappling with others.
- Lifting objects up to and more than 80 pounds.
- Use of a gun, weapons.
- Operation of telephone and radio.
- Operation of police equipment.
- Operation of computer, typewriter.
- Good vision, good hearing, sense of touch, sense of smell, large motor skills, fine motor skills.

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 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.

Revised: May 9, 2023