

# POLICE CHIEF

## City of COLERAINE

Approved by City Council: February 16,  
2022 City Council meeting (Special,  
emergency closed mtg)

**Title:** Police Chief

**Department:** Police

**Immediate Supervisor's Title:** Coleraine City Council

### **Purpose**

Serves as department head with primary responsibility for daily supervision of police department, including crime prevention, law enforcement, and community education activities to provide services relating to public safety and enforce all applicable laws. Performs executive and administrative work supervising personnel, developing/administering departmental policies and procedures, developing/administering department's budget, drafting ordinances, and overseeing investigations. Represents city in a joint power agreement with a neighboring city, mutual aid agreements with other local governments, and a number of task forces and groups. Also performs duties of a licensed police officer. Time spent is equally split between administrative and police officer duties with an appreciable amount of work occurring beyond normal hours.

### **Organizational Relationships**

**Reports to:** City Council

**Communicates with:** *Internally* – Clerk-Treasurer, other department heads, public works department, and city attorney

*Externally* – area police chiefs and officers, numerous federal and state law enforcement agencies, other federal and state agencies, media, county attorney, representatives of court and criminal/civil justice systems, representatives of the medical and mental health community, business community and community organizations, school officials and representatives, and residents.

**Supervises:** All department personnel

### **ESSENTIAL FUNCTIONS**

Advises City Council about important police and departmental affairs and seeks appropriate input and guidance.

Plans, supervises, and coordinates departmental operations. Determines projects and assignments, resolves problems, and reviews cases/reports.

Keeps up-to-date on law changes, law enforcement trends, and new programs/procedures/practices.

Develops departmental policies and procedures and develops programs as necessary.

## **ESSENTIAL FUNCTIONS (cont.)**

Participates and recommends, to City Council, actions such as hiring, suspending, promoting, disciplining, discharging, and rewarding; trains, evaluates employee performance and assigns/prioritizes work.

Participates in police department budgeting through making recommendations to City Council; administers and monitors approved budget; determines department's replacement needs in accordance with budgetary and other concerns.

Oversees purchases and maintenance of all departmental equipment and supplies; maintains complete and accurate records; secures specialized equipment as needed.

Listens/responds to complaints and questions from residents.

Represents, when required, police department before various groups including media, business social community and public; informs public via media about relevant policy department activities.

Serves as liaison to county, state, and federal law enforcement agencies; cooperates with law enforcement agencies.

Develops and implements departmental policies, procedures, and rules based on input such as regulatory changes at the local, state, and federal levels and submits to City Council for review/approval; participates with City Attorney in creating new ordinances.

Maintains discipline and ensures appropriate conduct of departmental personnel.

Investigates allegations of officer misconduct and wrongdoing and reports findings to appropriate authority.

Schedules personnel for appropriate level of law enforcement coverage; approves time off; schedules officers for special functions within the city.

Responds to emergency situations and provides appropriate aid and assistance.

Performs all the essential functions of a Police Officer.

## **Other Duties and Responsibilities**

Performs other related duties as assigned or apparent.

## **Required Knowledge, Skills, and Abilities**

Knowledge of city infrastructure, superstructure, and geography.

Knowledge, skill, and ability to effectively use personal and departmental equipment.

Knowledge of departmental policies, directives, and procedures particular to a local law enforcement agency.

Knowledge of requirements relevant to police employment.

Knowledge of courtroom procedures.

Knowledge of supervisory practices and techniques.

Knowledge of budgeting practices and principles; ability to monitor and maintain a budget.

Knowledge of and ability to carry out requirements of the city's joint powers and mutual aid agreements.

Skill in communicating effectively, orally and in writing.

Skill in gathering appropriate information through interviewing victims, witnesses, and suspects and contacting other law enforcement agencies.

Skill in operating a police vehicle in all kinds of weather conditions and situations.

### **Required Knowledge, Skills, and Abilities (cont.)**

Skill in engaging city residents to encourage participation in the department's community-oriented policing approach.

Ability to motivate and lead subordinates to achievement of departmental goals and objectives.

Ability to efficiently and effectively plan, organize, and direct the work of others and use departmental resources.

Ability to comprehend and apply federal, state, county, and city criminal, traffic, and other civil laws, particularly those which pertain to data privacy, arrest, and search and seizure.

Ability to work independently and skill in interacting with many diverse individuals and groups such as offenders, suspects, witnesses, and the general public.

Ability to analyze problems/situations and take decisive and effective action.

Ability to prepare routing reports, case files, and correspondence.

Ability to exert moderate to considerable physical effort in performance of the position's essential functions.

### **MINIMUM QUALIFICATIONS**

Associate of Arts degree in law enforcement and three to five years of experience as a full-time police officer including investigative experience; an equivalent combination of education and experience may be considered; valid Minnesota P.O.S.T. license; valid Minnesota driver's license; must meet all state-mandated certifications and medical requirements.

### **PREFERRED QUALIFICATIONS**

Supervisory experience.

### **Working Conditions**

Patrols/polices a community that includes a major highway, schools, a ski area, pit area, sewage plant, and beach front. Law enforcement coverage is also provided for the City of Bovey under a joint powers agreement. Works under conditions that frequently present hostile, even life-threatening, situations. Extended periods of sitting and standing while performing administrative duties as well as patrolling, which is accomplished through use of a squad car and on foot. While performing essential functions, incumbent is and may be occasionally exposed to irritants/fumes, hazardous chemicals, temperature extremes and more frequently infectious diseases, fire and smoke, and noise. Must be able to perform various motions such as bending, crouching, pushing/pulling, lifting, twisting/turning. Running may be necessary to subdue suspects. Must be able to use full range of senses (all types of vision, hearing, touch, and smell) with the exception of taste.