



City of Cloquet Job Description

POSITION: Police Chief
DEPARTMENT: Police
REPORTS TO: City Administrator

SUMMARY

Performs administrative and managerial police work involving the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime, and providing emergency services, including the development and implementation of department objectives, policies and procedures.

ESSENTIAL FUNCTIONS OF THE JOB

Serves as a member of the City's senior management team to ensure overall effective integration of department activities with other City functions

Plans, organizes, directs, and reviews the operations of the Police Department; cooperates with federal, state and local law enforcement agencies

Establishes and oversees policies, procedures, rules and regulations, standards, and practices for the department to ensure a safe and efficient operation

Develops and oversees special programs including community policing, crime prevention and drug programs; implements, monitors, and evaluates plans and programs

Directs and manages the police department, establishing and staffing work units to implement City policing strategy, identify crime patterns, and optimize the impact of police resources

Communicates with the City Administrator, City Council, Citizens Advisory Board, the press and community gatherings, as needed, concerning police issues and problems

Plans, attends, directs and coordinates meetings

Coordinates activities with outside agencies, and the community

Provides guidance and training to all personnel

Prepares and administers annual department budget; tracks, approves and monitors expenditures

Serves as the Emergency Management Director for the City

Works with local and regional media regarding law enforcement issues and writes and submits police press releases to the media

Oversees various technological needs of department including computer network, building security, squad car computers, cameras and other related devices

Review and prepares payroll for the police department

Reviews department operations and develops short and long-term goals

Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Supervises employees in the Police Department either directly or through subordinate supervisors. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the policies, procedures and applicable laws of the City and/or Citizens Advisory Board. Responsibilities include interviewing; training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; suspending employees; transferring employees; adjusting grievances; addressing complaints and resolving problems; and the ability to recommend hiring, promotion, demotion and discharge of employees.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university in Police Administration, Criminal Justice or related field required (Master's Degree preferred); eight years of progressive police experience as a licensed police officer including four years in a police supervisory capacity - command experience preferred; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Possesses strong written and oral communication skills.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Reacts calmly and decisively in emergency situations and makes sound decisions and provides strong leadership.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Ability to evaluate oral and written information into a logical course of action

General knowledge of personnel, labor and management related laws and practices

Ability to operate Law Enforcement related equipment including firearms.

Ability to perform research

Thorough knowledge of the theories, principals and practices of modern police science and administration

Thorough understanding of Employment Law

Considerable knowledge of specialized computer operations

Working knowledge of management information systems

Ability to investigate, understand and train staff on the latest technologies used in law enforcement

Ability to prepare and administer an annual budget.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Valid Minnesota Police Officer License (POST)

Valid Minnesota Class D Driver's License

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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.

The noise level in the work environment is usually moderate.