CITY OF OLIVIA
CHIEF OF POLICE
JOB DESCRIPTION

JOB TITLE:	Police Chief
SUPERVISION:	Reports to City Administrator
EFFECTIVE DATE:	September 2019
FLSA STATUS:	Exempt
PAY GRADE / RANGE (2019):	Grade 16
HOURS WORKED:	40 hours / week

SUMMARY OF POSITION:
Performs complex advanced protective services and administrative work managing and directing activities of the Police Department including planning, organizing, directing and supervising law enforcement, investigation and crime prevention programs and services of the City, coordinating work with City Administrator and departments, maintaining records, preparing reports, setting policies and goals, and related work. This position maintains a positive relationship with the community and serves as a Public Information Officer.

SUPERVISION RECEIVED:
Works under the general supervision and direction of the City Administrator.

SUPERVISORY FUNCTIONS:
Supervises all department employees, either directly or indirectly through supervisory staff.

EQUIPMENT/JOB LOCATION:
The work locations for this position are primarily the police station and department vehicles and includes any lands, buildings and roadways located within the City of Olivia. Typical equipment is various police technical and tactical equipment as well as a variety of office equipment.

PRIMARY / ESSENTIAL FUNCTIONS OF THE JOB:

- Plans, programs, directs and evaluates departmental operations.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendation to the City Council. Maintains department equipment and inventory.
- Researches and prepares information for the City Council and attends meetings.
- Develops annual budget proposal and controls budgeted expenses. Classify department expenditures.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Prepares and reviews operational and administrative reports. Works with insurance companies, to follow up from accident.
- Supervises maintenance of records and materials associated with department activities and administration. File dispositions on LETG.
- Maintains and operates computer work: maintaining budget, background investigations, report review, data practices requests, developing POST Board reports, scheduling, policy review, state statute or ordinance review, and forfeiture paperwork.

- Performs Public Information Officer duties; prepares news releases and public presentations and addresses the media and maintain social media sites.
- Coordinates activities with other public safety agencies.
- Serves on committees, boards and agencies related to promoting crime prevention and improving public safety.
- Supervises, trains, mentors, evaluates performance, schedules, assigns work, and disciplines department employees. Complete background checks for all city employees.
- Plans and implements employee selection process.
- Receives and determines eligibility for golf cart and ATV permits.
- Oversees staff training programs to ensure proper training and certification of personnel.
- Responds to concerns, issues, complaints and questions from the public and employees; mediates disputes and resolves issues. Complete data requests when required.
- Establishes and maintains effective community relations including public speaking and coordination with school officials, civic and business groups, and residents. Maintain supplies.
- Manages major crime scenes and police activities and supervises internal police investigations. Supply copies of reports for citizens when requested accident reports.
- Provides follow up on city ordnance violations that are contested.
- Prepares and reviews crime and accident reports and activity and analyzes data to identify trends and issues. Updates arrest records and court orders. Files restraining orders.
- Testifies in court.
- Performs all police officer duties including patrol duties. Assists officers, as needed. Receives calls and advises officers of necessary information.
- Responds to emergency situations as necessary 24/7.
- Maintains professional knowledge and attends training, education and meetings.
- Work with the County Emergency Management department to develop and maintain plans and programs as necessary for the timely and efficient delivery of emergency services to citizens of the City, consistent with statutory requirements, resulting from natural or man-made emergencies or disasters.
- Coordinate resources and equipment needed for community to assist in responding to an emergency.
- Maintain, promote and monitor public alerting system within the City to ensure operation at all times. (e.g. local sirens, Code Red, etc.)
- Partake in training and exercises with partner groups and agencies to enhance preparedness and test plans.
- Assist City departments with implementation of emergency, disaster and recovery plans and procedures specific to each department.
- Performs related duties as assigned or apparent.

REQUIRED SKILLS / ABILITIES:

- Considerable knowledge of principles, practices, trends and procedures of law enforcement administration and best practices.
- Knowledge of personnel management practices and policies.
- Working knowledge of local, state and federal statutes, laws and ordinances relevant to department operations.
- Knowledge of civil and criminal court proceedings.
- Considerable knowledge of modern law enforcement methods and procedures including rules of evidence, forensic interviewing, investigative techniques, report writing and documentation.

- Considerable knowledge of geography, buildings and road systems in the City of Olivia.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to use computers and relevant software.
- Ability to maintain effective public relations and deal with hostile, emotional or aggressive persons.
- Considerable ability to communicate effectively with others and maintain strict confidentiality.
- Considerable ability to work independently.
- Ability to prepare accurate and thorough reports, enter data and use computer word processing programs.
- Effective communication skills, both oral and written.
- Ability to work extended hours as necessary and subject to call-out 24/7.
- Skill in use of law enforcement equipment and vehicles.
- Considerable ability to deal courteously with the public, de-escalate situations and represent the city in a positive and professional manner.
- Considerable analytical ability is needed to select, evaluate and interpret data from a variety of sources.
- Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objectives in matters requiring cooperation, explanation and persuasion.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to see, hear and remember people, evidence, facts, and circumstances at all times of the day and night requiring both color and night vision.
- Ability to stand or walk for long periods of time.
- Ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Ability to chase and subdue suspects or law violators as needed.
- Ability to work flexible hours, be on call and respond to calls during non-work hours.
- Ability to lift and carry or drag evidence or people from floor to waist weighing up to 100 pounds.
- Ability to work with or around irritants, fumes, infectious disease and hazardous chemicals at an accident or fie scene involving vehicles or chemical plants.
- Ability to pull, push, twist and turn as needed in apprehending suspects or assisting at an accident scene.
- Ability to tolerate exposure to hot, cold or wet weather and exposure to hostile, aggressive or assaultive behavior by members of the public.

MINIMUM QUALIFICATIONS:

- Associate degree in law enforcement, criminal justice or related field. Bachelor's degree preferred but not required.
- Minimum of five years police experience, of which at least two years is experience as a police supervisor or other police administrative experience.
- First Responder Certification
- Class D Minnesota driver's license
- POST License, CPR First Aid, UOF, Firearms, and Taser training needed upon hire.

NON-DISCRIMINATION STATEMENT

The City of Olivia will not discriminate against any employee or applicant for employment because of any legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)