

## **JOB DESCRIPTION**

**Police  
City of Arlington**

Title of Class: Chief of Police  
Effective Date: March 13, 2017  
Pay Status: Exempt

### **DESCRIPTION OF WORK**

General Statement of Duties: The primary purpose of the City of Arlington Police Chief position is to supervise and administer the Arlington Police Department in a manner consistent with local, state and federal law and municipal ordinances; and maintain the safety and security of the citizens of Arlington. The Police Chief will perform a variety of complex administrative, supervisory, managerial and professional work in planning, coordinating, directing and performing the activities for the Police Department according to the policies of the City of Arlington.

Supervision Received: Works under supervision of the City Administrator.

Supervision Exercised: Provides general supervision over all police officers and Administrative Coordinator.

### **TYPICAL DUTIES PERFORMED**

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

1. Act as the administrative officer of the Arlington Police Department in all matters of operations.
2. Participate in the selection of police officers, making recommendations with City Mayor and Police Committee to City Council for placement.
3. Plans, directs and coordinates all activities of the department for the protection and safety of the community through prevention and control of crime, preserving peace, investigating crime and providing emergency services through enforcement of the law.
4. Oversee the work of Admin Coordinator and officers to ensure conformance with established standards of conduct and performance, accuracy of taped and/or written reports and general operational effectiveness.
5. Schedule employee work shifts, assign tasks, review and approve timesheets of employees of the department, recommend reward and discipline, administer disciplinary action as necessary, and maintain detailed documentation of personnel matters.
6. Plan and develop training programs for department personnel, subject to state and federal laws and City policies. Instruct subordinates in regard to law changes.
7. Appraise work conditions and take/recommend steps to improve police operations. Develop new and revised work methods and procedures to be followed by the department. Inform subordinates of general orders, decisions and policy revisions.
8. Evaluate progress of employees, conducting formal performance appraisals at the assigned intervals.
9. Review department operations and develop short and long-term goals.
10. Conduct internal investigations of any complaints against departmental staff in accordance with established policy.

11. Provide for the overall investigation of crimes, traffic accidents and other law enforcement related events reported within the city; oversee the presentation of evidence to the county and/or city attorney or court for proper disposition.
12. Assist other staff in preparing cases for trial. Testify in court.
13. Act as custodian and maintain detailed documentation of all property, records, information and evidence coming into possession of the police department.
14. Perform related duties as that of a police officer, patrol the community to enforce laws, detect and prevent crime, and protect life and property. Transport detainees.
15. Cooperate with state and federal officers and with other agencies as required in carrying out law enforcement functions.
16. Prepare and present periodic reports for the City Administrator, Mayor and the Arlington City Council.
17. Receives, responds and resolves questions, concerns and complaints from the general public.
18. Serve as primary liaison between the Police Department and the community; including businesses, residents, community groups and other community organizations. Attend civic and community organization meetings (including schools) to explain the activities and functions of the department and to establish favorable public relations.
19. Serve as the spokesperson for the City on all issues regarding public safety and where appropriate, develop communication programs to ensure awareness of the public on these issues.
20. Maintain records and oversee the utilization and maintenance of departmental building, property and equipment.
21. Perform reviews and background checks on liquor license applications.
22. Assist administrative staff in the development and implementation of the annual budget, capital equipment plan, and track, approve and monitor expenditures for the Police Department. Order and maintain supplies and equipment as required for the Police Department as regulated by the city's purchasing policy.
23. Attend bi-weekly staff meetings and maintain contact and communicates regularly with City Administrator for direction and updates regarding public safety and initiatives.
24. Attend evening and weekend meetings, events, emergencies, etc. as needed.
25. Performs other duties and assumes additional responsibilities as directed by the City Administrator.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of department policies, controlling laws and ordinances, and personnel, labor and management related laws and practices.
2. Thorough knowledge of the geography of the City and of resources available in disaster and other emergencies.
3. Considerable knowledge of community-oriented law enforcement methods and procedures including the knowledge of criminal investigations, interrogation, gathering and preserving of evidence, use of police records and rules of evidence.
4. Ability to perform prolonged and detailed investigations to gather pertinent facts, and to integrate data into objective patterns leading to the solution and disposition of criminal cases.
5. Ability to communicate effectively, orally and in writing; including ability to prepare clear, concise and accurate reports.
6. Ability to plan, schedule and review the work and performance of subordinates in a manner conducive to full performance and high morale.
7. Ability to establish and maintain effective working relationships with other employees and the general public.

8. Strong intergovernmental relationship skills with ability to work with Sibley County's Sheriff's Office, Minnesota Highway Patrol, and other local, state and federal law enforcement agencies.
9. Ability to interpret the Minnesota Governmental Data Practices Act and ensure the legal release of records.
10. Ability to keep department up-to-date with training and technological advances, and plan/budget for such advances.
11. Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.
12. Ability to maintain all MN POST Board minimum training requirements including, but not limited to, expertly drive a motor vehicle, sometimes under adverse conditions; operate a police radio, radar gun, handgun and other weapons as required, handcuffs, first aid equipment, personal computer and copy and FAX machine.
13. Ability to advocate for the police department and hold employees accountable; stay up-to-date ensuring policies and procedures are current. Encourage involvement, listen and capture the best talent in the organization. Set high standards and clear goals and expectations. Allow staff to produce at their highest level.
14. Strategic, innovative thinker with good financial management skills and a positive attitude with a commitment to results and the ability to achieve them.
15. Experience and success in managing, developing and implementing programs that invests in youth.
16. Skill in prioritizing and effectively managing existing resources to maximize results and the ability to forecast needs for additional resources for the future.
17. Maintain professionalism both on and off duty.

## **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by the Police Chief 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 Police Chief is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The Police Chief is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, run, taste and smell. The employee must occasionally lift, adjust or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, peripheral vision and depth perception. The Police Chief may also be subject to stressful situations and must be able to function adequately and at a high level under pressure and in noisy, busy or emotionally challenging situation.

## **MINIMUM REQUIREMENTS**

The Police Chief shall be licensed by the P.O.S.T. or be eligible to be licensed, with an Associate of Arts or Associate of Science Degree in law enforcement; five years progressive law enforcement experience. Preferred: Two (2) years of supervisory or management experience in law enforcement or a related field. Must be certified in CPR and trained in first aid (may receive within 60 days of employment). Ability to pass a thorough background investigation, psychological evaluation, and physical examination (including drug testing) are required. Must possess and maintain a valid Minnesota Class "D" driver's license.