

JOB DESCRIPTION

Police
City of Arlington

Title of Class: Chief of Police
Effective Date: March 16, 2020
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 typed 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 necessary 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 including surveillance cameras.
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 modern 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 “Can Do” 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 in another field. Must be certified in CPR and trained in first aid (may receive within 60 days of employment), or as a First Responder. Ability to pass a thorough background investigation, psychological evaluation, and physical examination (including drug testing) are required. Must live within a 20-minute response time to the City of Arlington. Must possess a valid Minnesota Class “D” driver’s license.



Application for Employment

We welcome you as an applicant for employment with the City of Arlington. It is the City of Arlington's policy to provide equal opportunity in employment. The City of Arlington will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Arlington accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact us at 507-964-2378.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your continued employment require employer visa sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Circle the highest grade completed			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Employment Experience

List present or most recent employer first. Please note “see resume” is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs./Week
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

Do you wish to apply for Veterans' Preference points: Yes No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Arlington by the application deadline of the position for which you are applying.

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Arlington is "at will," and that employment may be terminated by either the City of Arlington or me at any time, with or without notice.

With my signature below, I am providing the City of Arlington authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Arlington in writing of any changes to information reported in this application for employment.

Signature

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE.

DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of Arlington operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Arlington.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied	
Address (Street)			(City)	(State) (Zip)
Closing Date:			Phone Number	Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)
Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever been promoted within the City of _____ employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Arlington by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Arlington. Please contact our office at 507-964-2378 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Arlington appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the City must advise you of the following.

Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Your data will be used to determine your eligibility for the position. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Arlington. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Arlington, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation.
- Your work location and work telephone number.
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experiences.
- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and

- Your badge numbers. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Arlington City Administrator at 204 Shamrock Drive, Arlington, MN 55307. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.

**Police Chief
Supplemental Questionnaire**

Application Deadline: April 10, 2020 or until position is successfully filled

The following supplemental information will be used as a scored evaluation of your knowledge, skills and experience, including eligibility for Veteran’s Preference Points. Choices you make must correspond to the information you have provided in your application and all additional documents and information you have included with your application, including a resume if attached. You may be asked to demonstrate your knowledge and skills in a work sample or during the interview process for this position. By completing this supplemental questionnaire, you are attesting that the information you have provided is true and accurate.

By my signature below, I attest that this information is correct and accurate and I understand any misstatement or falsification of information may eliminate me from consideration or could result in dismissal after hire.

DATED: _____ SIGNATURE: _____

**FAILURE TO COMPLETE THIS SUPPLEMENTAL QUESTIONNAIRE WILL RESULT IN
DISQUALIFICATION FOR CONSIDERATION FOR THIS POSITION.**

The following are requirements to meet minimum eligibility for employment consideration:	NO	YES
MN P.O.S.T License (or eligible to be licensed on or before May 1, 2020)		
Five (5) years progressive Law Enforcement (P.O.S.T. Licensed) experience		
CPR First Aid (or will be certified within 60 days of employment)		
Valid MN Class “D” driver’s license		

Knowledge/Skills/Experience	NO	YES
1. Education: Associates Degree in Law Enforcement		
2. Education: Baccalaureate Degree in Law Enforcement		
3. Which of the following best describes your experience overseeing and directing the activities performed by other staff?		
a) No Experience		
b) Limited – I have provided some work direction or suggestions to staff		
c) Moderate – I have occasionally provided work direction and/or training to others		
d) Extensive – I have frequently provided direction to and/or formally supervised other employees on a regular part of my job.		
4. While in a supervisory position, I have been responsible for:		
a) Assigning tasks and scheduling work shifts.		

b) Approved staff timesheets		
c) Evaluated progress of employees, conducting formal performance appraisals at assigned intervals		
d) Conducted internal investigations of complaints against department staff in accordance with City policy and legal requirements		
e) Recommended reward and discipline; administer disciplinary action as necessary		
f) Maintained detailed documentation of personnel matters		
5. Prepared and presented reports to City (County/State) authorities		
6. Served as liaison between law enforcement and community		
7. Which of the following best describes your years of full-time employment experience directly related to P.O.S.T licensed law enforcement duties with an increasing responsible role?		
a) No Experience		
b) Less than 5 years' full-time experience		
c) At least 5 years' full-time experience		
d) More than 7 years' full-time experience		
8. I am able to speak another language in addition to standard American English: a) Basic proficiency b) Intermediate proficiency c) Fluent Language: _____		
9. Responsible for and/or assisted in development of annual budget. Approve and monitor department expenditures.		
10. Plan, develop and execute training program for department personnel, subject to state and federal laws and City policies.		
11. Emergency personnel are required to respond to emergency calls within 20 minutes of the call. Are you willing and able to meet this requirement?		
12. I am able to meet the physical and medical requirements as established by the job description.		
13. I am eligible for Veteran Preference Point and have attached my DD214. (NOTE: DD214 MUST be ATTACHED for awarding of eligible points.)		

SUBMIT WITH APPLICATION BY DEADLINE STATED IN RECRUITMENT AD

Thank you for applying for the City of Arlington Police Chief. You will be notified as we proceed through the recruitment process.

Please do not hesitate to contact the City Office if you have questions at (507) 964-2378 or anewsom@arlingtonmn.com