

POLICE CHIEF

FLSA STATUS: Exempt

NATURE OF WORK

This is advanced law enforcement and administrative work involving the prevention, detection and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Work is performed under the executive direction of the City Manager. The employee provides managerial direction to all employees of the Police Department, Communications (Minot Central Dispatch) and Municipal Court administrative staff.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Plans, organizes and directs the programs and activities of the police department; meets regularly with City Manager to discuss department issues and problems; conducts meetings with management personnel; monitors progress of assigned work.

Develops and implements goals, objectives, and policies for the department; reviews reports and operations, makes assignments, and ensures the application of effective law enforcement practices and procedures.

Prepares the annual budget and work plan for the department; projects equipment and operational needs; obtains budgetary recommendations from division personnel. Assures that all grants the department receives are properly managed and administered.

Plans, organizes, coordinates, prioritizes, assigns and evaluates the work of captains and other employees in the Police Department; reviews performance evaluations of all department personnel; conducts or directs internal investigations and takes disciplinary measures when necessary in accordance with the City of Minot code of ordinances, city employee manual and Minot Police Department policy manual.

Assures department cooperation with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons. Cooperates and fosters good relationships with other city departments where police activities are concerned.

Makes or directs presentations to community groups; meets with civic groups and community organizations to promote crime prevention and gain support for police activities.

Assures proper police and safety standards are maintained; assures work of department is carried out properly and effectively.

Prepares reports, summaries, correspondence related to the work.

Attends a variety of meetings with City Manager, City Council, City Attorney and other city staff on matters related to the Police Department or city management.

Performs other related duties as assigned.

REQUIREMENTS OF WORK

Extensive knowledge of state, federal and local laws.

Extensive knowledge of department policies, procedures, rules and regulations.

POLICE CHIEF (CONTINUED)

Extensive knowledge of effective law enforcement practices, methods, procedures and standards.

Extensive knowledge of city administrative policies, procedures, and ordinances.

Thorough knowledge of police equipment operation and maintenance.

Thorough knowledge of safety standards and precautions pertaining to the use and operation of police equipment and to law enforcement.

Thorough knowledge of effective managerial and administrative practices, methods, and processes.

Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of all department staff.

Ability to prepare detailed and accurate reports.

Ability to communicate effectively, both orally and in writing.

Ability to deal courteously and authoritatively with the public.

Ability to establish and maintain effective working relationships with other city employees, other law enforcement and public safety agencies, emergency management agencies, the media and the general public.

Ability to use police related equipment as needed.

Ability to operate a motor vehicle.

Ability to perform enforcement duties as needed.

Ability to analyze situations quickly and objectively and to determine proper courses of action.

Ability to perform 24-hour standby duty for police emergencies in the City.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Possession of a bachelor's degree in criminal justice or related field and 10 years of progressively responsible police management experience; or any equivalent combination of training and experience.

Successful completion of police management course(s) such as: FBI National Academy, Southern Police Institute Police Command or Northwestern Center for Public Safety – School of Police Staff and Command.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid North Dakota driver's license. Possession of or ability to obtain a valid North Dakota Peace Officer's license. Must be bondable and insurable. Must pass department medical exam.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.