

BREITUNG POLICE DEPARTMENT

Job Title: Chief of Police

Accountable to: Breitung Town Board

Purpose of the Job:

To manage and direct police operations. To be responsible for coordinating the work within the Department to effectively and efficiently deliver police service to the Township of Breitung and its service areas. To ensure a safe environment for the community and enforce the laws as required and taking preventative action wherever possible.

Major Responsibilities:

1. Supervises Police Department personnel
 - a. Participates in selection, promotional, discipline and termination decisions
 - b. Plans, assigns, and evaluates the work performed.
 - c. Maintains personnel records and processes time sheets (keeps track of vacations, holidays, sick days)
 - d. Designs job duties/schedules and trains staff.
2. Directs the development and implementation of Departmental policies and operations.
 - a. Stays up to date on legal requirements and ensures compliance within the Department.
 - b. Monitors and develops Departmental policies to ensure they are current and meet mandated POST requirements.
 - c. Ensures record keeping and reporting requirements are met.
 - d. Ensures all officers meet POST required training.
 - e. Evaluates Department's effectiveness and adjust strategies to maintain service.
 - f. Anticipates future needs of the Department and develops short and long term plans.
 - g. Examines options together with the Town Board
 - h. Prepares and submits monthly reports to the Town Board and Tower City Council.
3. Prepares, monitors and evaluates the Departmental budget.
 - a. Monitors and controls expenditures.
 - b. Requests and justifies capital expenses as needed.
4. Maintains effective public relations.
 - a. Explains relevant laws and law enforcement policies for public understanding
 - b. Reviews Citizen complaints and investigates/follows up on complex issues
 - c. Establishes and maintains contact with local business owners and managers.
 - d. Forwards monthly reports and information to local news media.
 - e. Attends Town Board meetings when requested by the Town Board.
5. Maintains professional contacts and actively works to increase knowledge and skill.
 - a. Attempts to attend briefings, seminars and conferences regionally and state wide when time allows
 - b. Regularly exchanges information with other law enforcement agencies.
 - c. Obtains continuing professional training through POST approved training programs.

6. Patrol area and provide traffic control as necessary.
 - a. Performs routine patrol of all residential and commercial areas and maintains visibility.
 - b. Identifies and patrols problem areas
 - c. Check suspicious activities, actively seeks wanted persons or property
 - d. Recognizes and stops traffic law violators, Issues warning and citations.
 - e. Keeps situation requiring assistance under control until help arrives.
7. Responds to calls for help
 - a. Promptly answers dispatch and goes to the call
 - b. Makes initial assessment, deals with surprises and evaluates the situation as more information becomes apparent
 - c. Controls the scene and requests assistance if needed
 - d. Properly secures suspects and makes arrests if needed
 - e. Recognize physical evidence and acts to preserve and collect it.
 - f. Coordinates with other Township/City Services (ex: Fire Department, Ambulance) with jurisdictions (ex: Sheriff's Office, State Patrol, DNR, BIA, etc) for effective response and follow up.
8. Prepares reports and investigates crimes
 - a. Reports promptly on calls and arrests
 - b. Investigate all offenses, both preliminary and follow up and prepares reports, obtain statements, testify in court (when called)
9. Maintain personal preparedness at all times
 - a. Maintains the required level of skill in the use of firearms and other equipment
 - b. Maintains personal equipment and ensures the patrol car is fully equipped and in good operating condition
 - c. Remains physically fit, for the purpose of meeting emergencies with speed and agility.
 - d. Remains alert to position and activity of other officers on patrol (ex: when extra officers are out)
10. Actively works to increase knowledge and skill
 - a. Stays current with developmental changes in police tactics, procedure, laws and ordinances while and in addition to meeting POST approved training requirements.
11. Monitors vehicle
 - a. Maintenance of vehicle (oil change, tire condition etc)
 - b. Arrange for repair of vehicle
 - c. Keep vehicle clean (washed, interior free of debris)

Qualifications:

1. Must be licensed as a Peace Officer by the Minnesota Board of Peace Officers Standards and Training.
2. Must have at least 5 years of law enforcement experience.
3. Must have a minimum of a 2 year college degree in Law Enforcement.
4. Must possess a valid driver's license.
5. Demonstrated supervisory and administrative skills-for training and motivating employees and planning, scheduling and evaluating the work performed.

6. Up to date knowledge of the technology and resources available for investigation, analysis and information search.
7. Excellent communication and negotiation skills for working with the public under frequently unpleasant circumstances and negotiating for compliance when possible.
8. Demonstrated willingness to continue learning and adapting to the requirements of the community.
9. Documented experience and effective adaptation's to the requirements of the community.

Typical Work hours:

1. Varied work hours and on call.

Working Conditions:

1. Position requires long hours of concentration in both the squad car and in an office type setting. There must also be careful attention to detail and accuracy.
2. The employee is required to walk and reach objects with hands and arms
3. The employee is occasionally required to stand, run, bend, jump, climb or balance and stoop, kneel, crouch and crawl.
4. The employee must occasionally lift and/or move more than 100 pounds and frequently lift and carry 50 pounds or more. This may be necessary during a physical struggle with others or to lift and move others who are incapacitated.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Working Environment:

1. The Chief of Police position is supervisory but he is exposed on a regular basis to the same conditions as any patrol officer and requires careful application of training and good sense.
2. Position faces unknown hazards from people, the environment and from driving a vehicle at high speeds.
3. Hazards are occasionally life threatening and require careful application of training and good sense.
4. Employee is occasionally exposed to wet and/or humid conditions, fumes or air borne particles, outside, weather conditions, and hazardous materials including the threat of a contagious disease.