



## CITY OF WINTHROP JOB DESCRIPTION

**POSITION:** Chief of Police  
**DEPARTMENT:** Police  
**SUPERVISOR:** City Administrator/Police Committee/City Council

### **Primary Objective:**

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, Police Committee, and other city 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. Supervises all department employees, either directly or indirectly through supervisory staff.

### **Essential Functions:**

- Plans, programs, directs, and evaluates departmental operations.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to the Police Committee and City Council. Maintains department equipment and inventory.
- Researches and prepares information for the City Council and attends meetings.
- Develops annual budget proposals and controls budgeted expenses. Classifies 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 in cooperation with the City Administrator; makes public presentations and addresses the media and maintains social media sites.
- Coordinates activities with other public safety and law enforcement 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 with the approval of the City Administrator. Completes background checks for all city employees.
- Plans and implements employee selection process.
- Responsible for employee retention and team building.
- 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. Maintains 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 ordinance violations that are contested.
- Prepares and reviews crime and accident reports and activity and analyzes data to identify trends and issues.
- 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.
- Performs related duties as assigned or appointed.

**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, law 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 Winthrop.



- Ability to exercise sound judgement 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 and 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 diseases and hazardous chemicals at an accident or fire 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 five years police experience, preferably two years of experience as a police supervisor, assistant chief or other police administrative experience.
- First Responder Certification or EMT.
- Class D Minnesota Driver's License.
- POST license, CPR First Aid, Use of Force, Firearms, and Taster training needed upon hire.

**Non-Discrimination Statement:**

The City of Winthrop 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.)*