

WILLMAR POLICE DEPARTMENT

GENERAL DIRECTIVE: 0020

Date Issued: August 6, 2007

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Application: All Personnel

Pages: 3

SUBJECT: POLICE CHIEF JOB DESCRIPTION

PURPOSE

Serves as Department Director with primary responsibility for departmental administration and overseeing the City's law enforcement activities. Determines and assigns projects, establishes and reviews programs, and prepares and administers departmental budget. Performs patrol duties during minority of time.

POLICY

The Police Chief will be expected to meet and maintain the defined job criteria as listed below.

Essential Functions:

- Develop, administer and coordinate all programs to achieve established goals and objectives.
- Coordinates the use of departmental materials, equipment and facilities.
- Review operating and performance records and reports to determine officers' effectiveness and efficiency; review recommendations on personnel problems and take disciplinary action; and review the preparation of training programs for police officers.
- Encourage the development and improvement of departmental personnel, instituting sound employee counseling and evaluation practices; project future staffing needs in accordance with departmental goals and plans, including alternate ways of meeting those needs; and make recommendation to the City Administrator for election of new police personnel.
- Prepare or direct the preparation of periodic or special reports on departmental activities and operations, and analyze all current departmental programs to determine their efficiency.
- Develop program objectives, which will guide the future development of the department in terms of anticipated needs.

- Manage operations of the Department: coordinate activities with governing board; coordinate public relations for the Department; supervise and direct activities of a multi-divisional department. Assist the Police Civil Service Commission.
- Perform financial activities as follows: compile, prepare and recommend overall budgets for approval; authorize expenditures; prepare department budget; and monitor and control unit budgets and expenses.

Other Duties and Responsibilities:

- Performs other related duties as assigned by supervisor or as apparent.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and techniques of police and public administration.
- Knowledge of, and ability to implement, departmental policies and procedures and civil service rules.
- Knowledge of City's policies and procedures, and ordinances.
- Knowledge of federal and state laws, rules, and regulations.
- Knowledge of the court and correctional systems and ability to understand and apply applicable court orders, case law and administrative rulings.
- Skill in managing budgets, personnel and programs.
- Skill in planning, directing, and evaluating subordinate uniformed and non-uniformed personnel.
- Ability to operate a variety of office machines and computer programs.

Organizational Relationships:

- Immediate Supervisor: City Administrator
- Communicates with: City Council, City Administrator, other department directors, City Attorney; other police chiefs, county sheriff's office, state patrol, BCA, other state and federal law enforcement agencies, County Attorney offices, court system personnel, school system personnel, business people, various business and community organizations, various media, and the general public.
- Supervises with full authority: All departmental staff

Minimum Qualifications:

- Associate's degree in law enforcement and eight years of command experience including at least three years at the rank of Lieutenant or above in this or a similarly-sized department **or**
- BA / BS degree in Criminal Justice or Public Administration, successful completion of executive police administration course (FBI Academy, Northwestern School of Police Staff & Command, Southern Justice Institute Police Executive Course, etc.), and eight (8) years of supervisory experience at the rank of sergeant or above in the Willmar Police Department or a similar sized department.

- Licensed or eligible to be licensed as a police officer in the State of Minnesota.
- Must meet all state-mandated and employer-required certifications, medical, and other job-related qualifications.

Preferred Qualifications:

- Bachelor's degree in law enforcement, criminal justice or closely related field.

Working Conditions:

- Works indoors in a typical office setting and outside.
- While performing duties as a licensed peace officer, is exposed to the same adverse working conditions and physical requirements as a police officer.

BY ORDER OF THE CHIEF OF POLICE

David J. Wyffels

JAK/sae