



**SAINT PETER POLICE CIVIL SERVICE COMMISSION
AGENDA AND NOTICE OF MEETING**

**March 19, 2021
Time: 7:30 a.m.**

Saint Peter Municipal Building—Basement Conference Room

- I. Call to Order
- II. Approval of the Agenda
- III. Approval of the Minutes of February 1, 2021
- IV. Old Business
 - a. Detective promotion recommendation
- V. New Business
 - a. Chief Peters Retirement
 - b. Interim police chief appointment
 - c. Chief of Police Recruitment possible selection process.
 - i. Position Description attached
- VI. Adjournment

POSITION TITLE: CHIEF OF POLICE
DEPARTMENT: POLICE DEPARTMENT
SUPERVISOR: CITY ADMINISTRATOR

OVERVIEW OF POSITION:

The Chief of Police is an administrative position responsible for directing the departmental affairs of the Police Department. The Chief of Police is responsible for the maintenance of order, the protection of life and property, the enforcement of laws, safety of the public and crime prevention. The Chief of Police plans, organizes, and coordinates all activities of the department, supervises all departmental personnel, and serves as Emergency Services Director.

ESSENTIAL JOB FUNCTIONS:

Plans, organizes, directs and reviews all operations of the Police Department; continually evaluates the functioning of the department, making recommendations and initiating changes as needed; sets policy for all law enforcement activities; reviews and maintains departmental records and reports; prepares periodic and special reports on departmental activities and operations; prepares the annual budget recommendation for the department; evaluates and administers the annual budget; maintains inventory of all departmental equipment.

Works with community members to identify public safety issues, problems and concerns and to resolve the issues, problems and concerns using sound and ingenious methods of problem resolution.

Reviews all Police Department activities; assures that all laws are fairly, consistently, and impartially enforced; investigates all injury to police personnel; investigates all substantial damage to departmental equipment and buildings; receives and responds to citizen complaints regarding public safety issues.

Represents the Police Department to others; coordinates public safety and law enforcement activities with other city departments; serves as liaison to other law enforcement departments, criminal justice departments, courts, county departments, and state agencies; serves as liaison to various public/private groups and businesses; releases information to the news media and public; attends meetings of the City Council, Boards, and Committees as requested; studies issues, making recommendations to the City Administrator regarding public safety concerns, problems, and complaints.

Supervises all departmental personnel; assists the Police Civil Service Commission with recruitment, promotion, discipline, and dismissal of personnel; assigns responsibilities and duties to departmental personnel as needed; provides leadership for all personnel; maintains communication with all personnel; processes or resolves grievances in accordance with established policies.

Plans and conducts meetings and public speaking events; plans, develops and delivers presentations to various audiences on various subjects including presentations to city council.

Surveys streets, highways, public lighting and public safety concerns and develops plans, including the placement of traffic control devices and makes recommendations for council consideration.

Serves as Emergency Services Director; plans, organizes, and coordinates all emergency service activities in the City; assures public notification, emergency response, and compliance with all federal, state, and local laws; assumes responsibility for emergency command at major incidents in accordance with policies established by the City Administrator.

Serves as incident commander at all major events where there is a threat to life and/or property.

ESSENTIAL PHYSICAL REQUIREMENTS:

The Chief of Police is required to be capable of performing the following physical functions or a combination thereof for any given work day.

Actions: Speak and understand English, read and write English; hearing - normal or corrected to normal; eyesight 20/20 or corrected to 20/20 with normal color vision; in an 8 hour day, sit for 8 hours and/or stand for 8 hours and/or walk for 8 hours; continuously bend/stoop, crouch, kneel, balance, push/pull; occasionally squat, crawl, climb, reach above shoulder level; use both feet for repetitive movements; use hands for grasping and fine manipulating; body weight in proportion to height; complete drug test screening; complete standardized department physical agility tests; to shoot/use handguns, rifles, and shotguns to department standards; ability to manually direct traffic; talk and listen using a standard telephone; ability to speak loudly and clearly; ability to drive an automobile or truck; ability to defend against aggressive/combatative individuals.

Strength: Occasionally carries seventy-five (75) to one hundred (100) pounds and lift seventy-five (75) to one hundred (100) pounds and to lift and carry twenty (20) pounds for extended periods of time.

Stamina: Frequently to endure exposure to changes in temperature from less than zero degrees to thirty seven degrees centigrade (32 degrees Fahrenheit to 99 degrees Fahrenheit for extended periods of time and occasionally to endure temperatures lower or higher.

ESSENTIAL PSYCHOLOGICAL, SITUATIONAL, AND FUNCTIONAL FACTORS:

Ability to make decisions and to carry all job functions while in life threatening and extreme stressful situations; function within very traumatic situations; make decisions and to function while working with incidents involving death and extreme trauma to the human body; communicate and function while under extremely stressful multiple tasks; assume command and control of multiple agencies and organizations in emergency situations; to communicate and to maintain control when confronted with very demanding and difficult individual or group of individuals; ability to overcome fear of harm or death.

REQUIRED INTERPERSONAL SKILLS:

Ability to manage departmental operations and coordinate the work of all personnel; ability to delegate responsibility; ability to communicate clearly and effectively, both orally and in writing; ability to secure the respect and confidence of departmental personnel and the public; ability

to cooperate with a wide range of individuals and organizations; tact; ability to be diplomatic; ability to maintain confidentiality; ability to lead; ability to effectively communicate with difficult/emotional/distraught individuals; ability to resolve conflict.

SAFETY:

Perform CPR

Perform rescue operations

Use fire extinguisher

Perform First Aid

Drive an automobile safely under extreme traffic and weather conditions

Use of protective and safety equipment

MINIMUM QUALIFICATIONS:

Bachelor's degree (BA or BS) in law enforcement or related field from an accredited college or university.

Possession of a Peace Officers license as issued by Minnesota Board of Peace Officer Standards and Training.

Five years of experience as a police officer, at least three of which were in a supervisory capacity.

Knowledge of applicable State Statutes, investigative procedures and techniques, court decisions and other legal guidelines, and current law enforcement practices and techniques.

Familiarity with current developments in the field of police administration.

Possession of, or eligible for, a valid State of Minnesota Class D Drivers License.

Satisfactory results on recruitment instruments designated by the Police Civil Service Commission such as oral examinations, written examinations, physical examinations, and psychological examinations.

DESIRABLE QUALIFICATIONS:

Master's degree in Law Enforcement or Public Administration, or a graduate of the FBI National Academy.

Graduate of the FBI Law Enforcement Leadership course.

Ten (10) years experience as an administrator or supervisor in a Police Department of 10 or more personnel.

Emergency Management Certification

Approved by the Saint Peter Police Civil Service Commission February 1, 2021