



## City of Canby Job Description

Job Position: Police Chief  
Department: Police  
FLSA Status: Non-Exempt  
Reports to: City Administrator  
Bargaining Unit: MAPE

### General Statement of Duties:

Supervises, manages, and coordinates the activities and operations of the police department. Responsible for the preservation of law and order, the protection of life and property, the prevention and detection of crime, the provision of emergency services and the enforcement of laws and ordinances. Routinely provides primary police protection by active patrol of the City.

### Supervision Received:

Works under the direction of the City Administrator (general administrative direction).

### Supervision Exercised:

This position exercises direct supervision over of all police officers.

### Essential Duties and Responsibilities:

- Assume full management responsibility for all police department services and activities; recommend and administer policies and procedures.
- Ensure that department personnel receive the necessary training and technical support to provide them with professional growth opportunities and continued improvement.
- Provide staff assistance to the city manager; answer calls and provide information regarding police activities, policies and procedures; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Train, motivate and evaluate police department personnel.
- Enforces laws, statutes and City ordinances.
- Performs investigations in criminal matters.
- Apprehends and detains suspects and violators.
- Responds to calls for police service, including domestic disputes, auto accidents, crimes in progress, and medical emergencies.
- Investigates complaints involving violation of state and federal laws and City ordinances.
- Patrols streets and highways, residential and business areas and buildings to prevent and protect against criminal activities.

- Participates in crime prevention, community policing and neighborhood watch activities.
- Takes crime reports from citizens and files reports and logs.
- Investigates traffic accidents, including preparing reports and gathering evidence.
- May perform specialized assignments such as canine, range officer, field training officer, intoxilyzer operator, DARE officer, crime prevention training, evidence officer, use of forces officer, etc.
- Ensures proper maintenance and safe operation of all vehicles and equipment.
- Perform other duties as assigned or apparent.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of state and federal laws, City ordinances and traffic laws and regulations.
- Knowledge of approved practices, procedures and techniques required in performing daily law enforcement duties.
- Knowledge of rules of evidence, arrest, search and seizure.
- Knowledge of first aid and ability to apply first aid promptly in emergency situations.
- Proficiency in the use of firearms.
- General knowledge of computer operations and software programs.
- Ability to type reports accurately and efficiently.
- Ability to utilize rational split-second decisions while maintaining professionalism and proper conduct.
- Ability to effectively drive a city police vehicle in all driving situations and weather conditions.
- Ability to be prompt at all times.
- Ability to handle public scrutiny professionally and work under high stress conditions.
- Ability to operate law enforcement equipment including traffic radar, intoxilyzer, camera, fingerprint equipment and multi-channel radio equipment.
- Ability to work all shifts, weekends and holidays, be on call and respond to calls during non-work hours.

Special Requirements:

- Must be licensed or eligible to be licensed as a Minnesota Police Officer in accordance with the standards established by the Minnesota Peace Officers Standards and Training Board (POST).
- Valid Minnesota Class D Driver's License or eligibility to be licensed.
- Certificate for operation of Intoxilyzer.
- Advanced First Aid and CPR Certificates.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk and listen; stand; walk; use hands and fingers, handle or operate objects, tools, and controls; and reach with hands and arms; climb or balance; stoop, kneel, bend, crouch, or crawl; and taste or smell. This position requires the ability to lift/carry/pull at least 50 lbs. frequently, 50 – 100 lbs. occasionally, and over 100 lbs. seldom; and the ability to distinguish and describe taste and odor in water samples. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Minimum Qualifications:

- Bachelor's degree in criminal justice, law enforcement, police science, business administration, public administration, or related field. Prior experience may be substituted for up to 2 years of college.

Desired Qualifications:

- Three years experience as a Police Chief in a similar sized city.
- Five years experience in law enforcement with experience in administrative level.

Reviewed By:

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City Administrator

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Employee