



City of Cloquet Job Description

POSITION: Investigative/Administrative Commander
DEPARTMENT: Police
REPORTS TO: Police Chief

SUMMARY

Under general direction of the Police Chief, plans and coordinates criminal investigation and administrative/records services of the Police Department. The commander conducts and oversees the preliminary and supplementary investigation of crimes, interviewing victims, complainants, witnesses and suspects; secures and investigates the crime scene; identifies, collects and preserves physical evidence; prepares reports; and testifies in court.

ESSENTIAL FUNCTIONS OF THE JOB

An Investigative/Administrative Commander is required to be capable of performing all the duties and tasks of a police officer, or police sergeant, or police chief if called upon.

Represents the department before civic and community organizations, schools, other emergency or law enforcement agencies, and the media. Responds to inquiries from the media, citizens, public groups, and other agencies. Explains department mission, methods, policies and procedures.

Supervises the Investigative Division; assigns detectives and staff to investigate specific problems and cases and review their records and reports and coordinate information gathered and work accomplished by subordinates.

Investigates allegations of misconduct. Supervises and implements corrective actions as necessary to ensure conduct and performance of personnel conforms to all city and department rules, regulations and policies; completes evaluations of personnel in accordance with department policies; reviews and determines disciplinary recommendations of subordinate officers.

Provides leadership to employees.

Develops programs to meet the future needs of the department based on the changing needs of the community, technology, and new or revised laws and regulations.

Oversees the production, collection, and dissemination of law enforcement intelligence to the proper line staff.

Oversees all essential functions of the Administration Division, office and technical support staff, policy development, training and data practices are included in this area.

Provides staff supervision of officers from other divisions who may be on duty in the absence of their own supervising officers.

All other duties as required by the Police Chief.

SELECTION FACTORS

Considerable knowledge of police administration and labor relations, including modern management and supervisory principals, practices, and methods, as well as applicable labor and employment law.

Considerable knowledge of modern law enforcement methods and techniques in the prevention and investigation of criminal activities.

Considerable knowledge of the identification and preservation of physical evidence.

Considerable knowledge of applicable federal and state laws, City Code, and statutes applicable to police work, records management, and data privacy.

Ability to plan, organize, and direct work programs including monitoring work schedules and evaluating the work of subordinates.

Ability to establish and maintain cooperative and effective working relationships with others.

Ability to communicate clearly and concisely, both orally and in writing, on complex or sensitive issues.

Ability to participate in specialized programs and assignments to enhance police protection and community relations.

Ability to read, interpret, explain, and effectively apply rules, regulations, policies, and procedures.

Ability to perform effectively in emergency and stressful situations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Considerable knowledge of the principles and practices of effective supervision as it applies to the police service; considerable knowledge of crime prevention, investigation, and community policing principles, procedures, techniques and equipment; considerable knowledge of federal and state laws, and City Code and their application to police activities; considerable knowledge of other agency operations and protocols.

Ability to train and supervise subordinate personnel in the duties of their position; ability to act effectively in emergency and stressful situations; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies and the general public; ability to perform strenuous or peak physical efforts during emergency or training activities for prolonged periods of time.

EDUCATION AND/OR EXPERIENCE

Associate's degree (A. A.) in criminal justice from an accredited college. Minimum of five (5) years of experience as a police officer and attained the rank of Police Sergeant or Detective or an equivalent combination of education and experience.

Broad experience in police operations and administration preferred and should have demonstrated modern management skills and abilities as they relate to effective police administration.

A historical commitment to education, including a bachelor's degree and receipt of a master's degree from an accredited institution or effort toward preferred. Attendance of one or more of the following: Northwestern Traffic Institute - Staff and Command; Southern Police Institute (SPI); FBI National Academy; Law Enforcement Executive Development Seminar (LEEDS), and / or Senior Management for Police Executives (SMIPS), LPO, BCA Management Series a plus.

LANGUAGE SKILLS

Ability to communicate effectively in both written and oral form. Ability to prepare effective and complete reports as required. Ability to hear, read, understand and carry out oral and written instructions. Ability to communicate to groups through presentations and speeches. Ability to read and understand State and Federal laws and City Code, State and department reporting forms, and department and civil service policies.

Strong communications skills both written and oral, plus a positive team-oriented attitude. Ability to speak and write English clearly and concisely.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to exercise independent judgment. Ability to quickly process information and make decisions.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of computers, cameras and video equipment.

Knowledge of City Code pertaining to the Police Department.

Ability to maintain high ethical standards, both on and off duty.

Volunteer and/or leadership experience in community-based organizations: i.e., Scouts, Church, Rotary International, Lions Club, Chamber of Commerce, YMCA.

In addition to the above requirements, applicants must have the ability to perform the essential functions of a peace officer and agree to stipulate to the employment conditions as listed both in this job description and any employment agreements.

CERTIFICATES, LICENSES AND REGISTRATIONS

Minnesota Police Officer License or be eligible to be POST certified in the State of Minnesota. Valid Minnesota Class D Driver's License.

PHYSICAL DEMANDS

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 regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee may occasionally be required to use sudden exertion to apprehend a suspect or to take control of a situation.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and risk of radiation. The employee may occasionally be exposed to blood and airborne pathogens.

The noise level in the work environment is usually moderate.