

City of Madelia
Police Chief Job Description

Position:	Police Chief
Reports to:	City Administrator
Approved:	October 1st, 2025
Status:	Full-Time, Salary (FLSA Exempt)
Salary Range:	As negotiated and based upon qualifications

Purpose and Scope

The primary purpose of the Madelia Chief of Police position is to plan, direct, supervise and administer the Madelia Police Department in a manner consistent with local, state and federal law; and maintain the safety and security of the citizens of Madelia. The Chief of Police will perform a variety of complex administrative, supervisory, managerial and professional work in planning, coordinating, directing and performing the activities for the Police Department according to the policies of the City of Madelia, and under the direction of the city administrator.

Essential Duties and Responsibilities

The listed responsibilities may not include all duties performed by, or required of, the Madelia Police Chief of Police:

- Serve as the primary administrative officer of the Madelia Police Department in all matters of operations.
- Review and evaluate all phases of Police Department operations and staff development programs to ensure the development of improved methods and policies.
- Oversee the prompt and thorough investigation of all crimes, traffic accidents and requests for services reported within the city and oversee the presentation of evidence to the county and/or city attorney or court for proper disposition.
- Respond to accident and fire scenes, administer first aid, direct traffic, assist in transport of patients and manage and control scene as needed.
- Serve as the Field Training Officer for the Police Department.
- Responsible for the hiring, firing, discipline, advancement/promotion and adjustment of grievances of Police Department's police officers with the direction of the Personnel Committee.
- Manage and supervise assigned operations of 2 full time police officers to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Plan and implement a law enforcement program for the city to better carry out the policies and goals of the city; review Police Department performance and effectiveness, formulate programs to alleviate deficiencies.
- Coordinate the information gathered and work accomplished by the Police Department officers; assign investigations and functions; conduct investigations and provide testimony on various crimes as assigned.
- Responsible for project management of Police Department activities, communications and relationship building as it relates to the public and other community stakeholders.

- Research and prepare grant applications.
- Review and approve time sheets, logs, case files, and all other work of all employees of the Police Department; maintain detailed documentation of all related matters.
- Plan and develop training programs for Police Department personnel, subject to state and federal laws and city policies.
- Establish and recommend policies; establish procedures, standards and practices for the Police Department; maintain ethics, transparency and accountability.
- Perform related duties as that of a police officer. Patrol the community to enforce all laws, detect and prevent crime, and protect life and property. Transport detainees. Interview and take statements of witnesses and victims; interrogate suspects and investigate crime (gathering and preserving evidence). Testify in court as needed.
- Act as custodian of all property, records, information and evidence coming into the possession of the Police Department. Maintain detailed documentation regarding all property, information, evidence and records.
- Serve as Director of Emergency Management for the City of Madelia; attend all necessary meetings, develop policy and maintain plans and procedures regarding emergency response and preparedness. Review, update and maintain city emergency response plans; coordinate emergency response plans with county, state and federal emergency response authorities; maintain minutes, agendas and related records of the city's emergency management committee meetings, analyze emergency response requirements and documents emergency response resources including personnel and equipment, locations and availability.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time; prepare, plan and review specifications for new or replacement equipment.
- Cooperate with county, state and federal officers and with other agencies as required in carrying out law enforcement functions.
- Attend weekly staff meetings and maintain contact and communicate regularly with city administrator for direction and updates regarding public safety and initiatives.
- Oversee the Police Department's location and removal of stray animals and eliminate nuisance animals in a safe manner.
- Serve as primary liaison between the Police Department and the community, including businesses, residents, community groups and other community organizations. Attend civic and community organization meetings (including schools) to explain the activities and functions of the department and to establish favorable public relations. Develop and implement public awareness and public relations programs.
- Order and maintain supplies and equipment as required by the Police Department as regulated by the City's purchasing policy.
- Prepare and present quarterly reports to the city administrator and city council.
- Maintain professionalism both on and off duty.

- Perform other duties and assume additional responsibilities as directed by the city administrator.
- Attend evening and weekend meetings, events, emergencies, etc. as needed or as requested by the city administrator.

Knowledge, Skills and Abilities

The following constitutes qualifications for the position of police chief:

- Knowledge of state and federal laws.
- Knowledge of all municipal programs, ordinances and policies.
- Knowledge of safety and / or first aid measures.
- Knowledge of police procedures and techniques.
- Strong organizational skills.
- Strong verbal and written communication skills.
- Demonstrated leadership skills.
- Proven ability to maintain confidentiality.
- Considerable ability to establish effective working relationships with city staff, elected officials and the general public.
- Adaptability, emotional maturity, objectivity and skill in dealing with people are required.
- Ability to leverage outside resources to support improvements to department operations
- Strategic, innovative thinker with good financial management skills.
- Strong intergovernmental relationships skills with ability to work with Watonwan County Sheriff's Office, Minnesota Highway Patrol, and other local, state and federal law enforcement agencies.
- Outstanding communication and public relation skills and ability to communicate police issues to community and media as well as experience and willingness to speak to community, civic group and business organizations.
- Ability to advocate for the police department and hold employees accountable; stays up-to-date ensuring policies and procedures are current and that training and equipment keep up with changing technology.
- Has a "can do" attitude with a commitment to results and the ability to achieve them.
- Experience and success in managing, developing and implementing programs that invests in our youth. Skill in prioritizing and effectively managing existing resources to maximize results and the ability to forecast needs for additional resources for the future.
- Skill to expertly drive a motor vehicle, sometimes under adverse conditions and at high speeds.

Preferred Qualifications

The following constitutes preferred qualifications for appointment to Police Chief:

- Licensed and in good standing with the Board of Minnesota Peace Officer Standards and Training (P.O.S.T.)
- A.A., A.S., B.A. or B.S. in law enforcement, criminal justice, or closely related field.
- Two years of previous training, budgeting and management experience.
- First Aid or First Responder certification.
- Valid Minnesota Class "D" driver's license.
- Five (5) years previous police officer experience.
- Meet requirements of police officer for the City of Madelia

- Ability to pass a background check, medical evaluation, and psychological evaluation.
- Considerable ability to hear and speak when conversing in person or by telephone.
- Considerable ability to read reports, correspondence, computer screens and other documents.
- Considerable ability to research and analyze data, determine alternatives and make recommendations.
- Thorough knowledge of modern law enforcement and emergency management principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances, rules and regulations.
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers, supervisors, other law enforcement personnel and the general public; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions.
- Strong report writing, communication and computer skills.
- Ability to make arithmetic computations. Ability to compute rates, ratios and percentages. Ability to compute, interpret and analyze statistical data. Ability to oversee budget preparation and administer the budget. Ability to understand and use the metric system, when necessary.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to think analytically and logically to overcome challenges. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to analyze situations and determine appropriate action and to respond quickly and appropriately to crisis and emergency situations.

Physical Demands and Work Environment

- The physical demands and work environment described here are representative of those that must be met by the Police Chief to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.
- While performing the duties of this job, the Police Chief is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms. The Police Chief is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, run, and taste or smell. The employee must occasionally lift, adjust or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; all in both light and dim settings. The noise level in the environment is usually quiet but can be very loud with around a scene with sirens running or other activities taking place.
- The Police Chief may also be subject to stressful situations and must be able to function adequately and at a high level under pressure and in noisy, busy or emotionally challenging situations.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of any specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement and is subject to change by the City of Madelia as the needs of the city and the requirements of the job change.

NOTICE OF EMPLOYEE: The undersigned Employee acknowledges that they have read and understand this position description, which includes physical and environmental factors for the position. Furthermore, that a copy of this position description will be provided to the Employee and the signed original will be placed in their personnel file. Finally, that this position description shall define their position indefinitely unless later amended and duly adopted, at which time this same procedure shall be followed.

City Administrator

Date

Employee

Date

The City of Madelia considers appointments for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or disability, or any other legal protected status. EOE/AA/ADA.