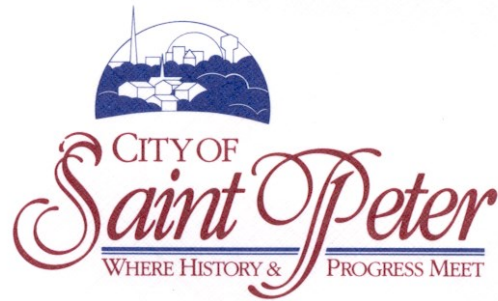


POSITION OPENING

CHIEF OF POLICE

The City of Saint Peter is currently accepting applications for the position of CHIEF OF POLICE for the City of Saint Peter. **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 issued by the Minnesota Board of Peace Officer Standards and Training or ability to transfer from another State; Five or more years' experience as a Police Officer, at least three of which were in a supervisory capacity; Demonstrated knowledge of all applicable State Statutes, investigative procedures and techniques, court decisions and other legal guidelines and current law enforcement practices and techniques; Possession of, or eligible for a valid State of Minnesota Class D Drivers' license. **DESIRED QUALIFICATIONS:** Master's degree in Law Enforcement, Public Administration or a related field from an accredited college or university; Ten (10) years' experience as an administrator or supervisor in a Police Department with ten or more personnel; Demonstrated experience in working with a State Hospital or Correctional Facility and/or a postsecondary education institution; Emergency Management Certification from an accredited training program; Demonstrated experience in the field of Police Administration and community outreach programming; Ability to speak conversational Spanish or Somali.

The successful candidate must list within a six (6) minute response time. Salary \$101,500 to \$109,500. Applicants are required to complete a City application form available on line at <https://www.saintpetermn.gov/365/Employment> or from the City Administrator's office at 227 South Front Street or by calling (507)934-0663. Completed applications must be received by the City Administrator's office by 5:00 p.m. April 30, 2021. A two-day interview process will take place May 26-27, 2021. Faxed and/or late applications will not be accepted. AA/EEO



City of Saint Peter Chief of Police Position Profile



Contact Information:

Todd Prafke, Saint Peter City Administrator
barbaral@saintpetermn.gov / 507-934-0663

Application timeline is:
Deadline for receipt of applications - April 30, 2021
2-day interview process – May 26-27, 2021

CITY OF SAINT PETER, MINNESOTA

Saint Peter sees Vital Importance as striving to be...

- a community that treats all people like neighbors
- proactive in housing solutions
- committed to providing quality health care
- supportive of a thriving and sustainable business community
- acting on the changes in our demographics
- promoting an aesthetically distinctive community
- always improving on environmental sustainability
- a community that prioritizes available early childhood care, educational opportunities, and exceptional schools

The Chief and the members of the Police Department play a vital role in demonstrating all of these values.

This position is open due to the pending retirement of our Chief of 22 years.



The Police Department

Saint Peter has fourteen (14) sworn officers and eight (8) civilian employees; all of which are highly competent, dedicated and committed personnel who strive to meet the service demands of a growing population of over 12,400. Saint Peter includes both a State Regional Treatment Center and Gustavus Adolphus College, a four-year liberal arts college. The Departmental budget is about \$2.8 million.

Mission Statement

It is the mission of the Saint Peter Police Department to provide services with integrity and dedication, to preserve life, to enforce the law, and to work in partnerships with the community to enhance the quality of life in the community.

Values

- We believe it is our primary responsibility to protect human life and dignity above all else. Therefore, we are committed to treating all human beings, including each other, with utmost respect, courtesy and concern.
- We believe integrity is the basis of trust within our organization and for the people we serve. Therefore, we will strive to maintain the highest ethical standards of conduct in all of our activities.
- We believe as professionals we will always strive for excellence. Therefore, we will support continuous training, career development, modern equipment and methods, and professional attitudes and appearance among all members, and we will continuously and objectively evaluate our own performance and be receptive to new ideas and constructive changes.
- We believe it is our responsibility to protect each individual's constitutional rights and liberties. Therefore, as professionals, we will perform our duties within the guidelines of the law, without malice or prejudice.
- We believe that each and every member is valuable to the Saint Peter Police Department. Therefore, we are committed to ensuring our safety and supporting each other to achieve our full potential.
- We believe that in our policing activities we have important goals and objectives in common with all departments of the City and we will assist each other in accomplishing these goals. Therefore, we work cooperatively with all City employees to better conduct our police activities and achieve the City's common goals.
- We believe we are accountable to the people we serve and each other and recognize that we are responsible for our actions. Therefore, we are committed to ensuring that all members have full knowledge of their job responsibilities and that a fair and just system of accountability and reward is in place.
- These are the values of the Saint Peter Police Department. They will form the basis of policy developed during the coming years, will provide guidance to all members of the Department on how we will approach our mission, and will communicate our aspirations to the general public.

The Saint Peter Community

The City of Saint Peter (population 12,400) was incorporated in 1873 and is located in the beautiful Minnesota River valley. Saint Peter is the county seat of Nicollet County and the second largest city in the County. We are located 10 miles from the Mankato-North Mankato regional center and 65 miles from the St. Paul/Minneapolis metro area. State Highways 99, 169, and 22 all intersect in Saint Peter making our community a hub for other destinations in the state.





Saint Peter offers a full range of activities for candidates and their family including a City operated Recreation and Leisure Services Department offering year round activities for all ages from youth to seniors; fine arts activities offered through the local schools, Gustavus Adolphus College, and the St. Peter Arts Center; numerous religious denominations; historical and arts museums; several large parks for both organized and passive activities; and a vibrant and growing retail business district. Visit the Saint Peter Chamber website at www.stpeterchamber.com for more information.

Educational opportunities are available for all ages through School District #508 with higher education classes available through Gustavus Adolphus College, Minnesota State University Mankato, South Central College, Bethany Lutheran College and Rasmussen University. For more info on School District #508 please visit their website at www.stpeterschools.org.

The City has worked diligently to ensure Saint Peter's housing market continues to be robust and that numerous ownership and rental options are available for prospective candidates. Saint Peter also boasts multiple phone, hi-speed internet and CATV service providers.

Saint Peter was originally intended to be the capital of the State of Minnesota. As the legislators were preparing to vote on the location of the capital, the bill that would have named Saint Peter as capital was stolen by Joe Rolette and he hid with it until after the legislature voted for Saint Paul. Even though Saint Peter was not named the capital, you can see how our founding fathers planned for that designation by platting extra wide streets in town. In addition, the capital building would have been located in Minnesota Square Park which is adjacent to Highway 169 on the south end of our City.

The City is rich in historical buildings and besides having about a dozen structures on the National Register of Historic Places; the entire downtown area was also given that designation. Many of the old buildings downtown still maintain the historical features that have been lost on buildings in other communities.



Saint Peter also has the distinction of being home to five past governors of the State of



Minnesota. We are home to the internationally renowned Gustavus Adolphus College and the community has hosted the King of Sweden and his family (most recently in 2012) on numerous occasions. Saint Peter is also the headquarters of the Alumacraft Boat Company, the Minnesota School Board Association, Scholarship America (formerly known as Citizens' Scholarship Foundation of America), Hendrickson Organ Company (a company that makes handmade pipe organs which are shipped around the world) and a state treatment facility.

Just north of Saint Peter is the site of the former Traverse des Sioux. Loosely translated this means “crossing of the Sioux”. The town was located on the banks of the Minnesota River at a crossing place for the Sioux Indians. Following the Indian uprising in the 1800’s, when hundreds of settlers and Indians were killed, a peace treaty was signed near Traverse des Sioux and a marker is in place today commemorating that treaty. Although none of the buildings exist at the site of the old town, you can still see some building foundations and historical markers have been placed in the area. This area is also home to the Nicollet County Historical Site museum.

Saint Peter is also proud to host several large celebrations each year. On July 4th over 10,000 people visit town to take part in the Old Fashioned Independence Day celebration picnic, view the two hour parade, attend the drum and bugle corps event and watch the fireworks. In September the annual Rock Bend Folk Festival takes place in Minnesota Square Park and in October Gustavus hosts the world famous Nobel Conference. Students and dignitaries from all over the world come to participate in this week-long event. Other events that draw visitors to the community include BluesFest, Octoberfest, St. Patrick’s Day and the Nicollet County Fair.

Although a dubious distinction, one of our most recent “claims to fame” was the March 29, 1998 tornado which destroyed almost two-thirds of our community. We have fully recovered from the devastation of that afternoon and our community is better than ever.

Saint Peter’s population continues a steady upward climb, but we never lose that “small town” feel that so many people seek and we hope the new Chief of Police will feel right at home in our community.

Our Best Candidate

We believe the best candidate will have experience in a community that is growing, may have experience with a college, a State Regional Treatment Center and a diverse population. Our best candidate will have strong leadership skills, the ability to build relationships within a rural community, develop partnerships with diverse community groups, have positive communication skills, and the ability to work well with the City Administrator, City Council and our law enforcement and emergency service partners.

Our Opportunities

- Meeting the needs of a growing community with changing demographics while ensuring that Saint Peter still feels like a small town. For more about our demographics please see the attached link <https://www.census.gov/quickfacts/stpetercityminnesota>
- Continuing to build opportunities with partners from other jurisdictions and maintaining those partnerships through interjurisdictional law enforcement activities such as Minnesota River Valley Drug Task Force and our recorded records consortium.
- Expanding our community policing efforts in ways that engage our community knowing that we are not exempt from the national and state-wide conversations on race and law enforcement.

Our Strengths

- Excellent Department with highly skilled personnel.
- A supportive community, City Council, Civil Service Commission and City Administrator.
- Sound financial management meaning that equipment is up to date and maintained.
- A strong City Department Head team to work with.
- Very strong relationships with other local law enforcement agencies, the State Regional Treatment Center, and Gustavus Adolphus College.

Other Important Items For Prospective Candidates To Note:

- Salary range of \$101,500 to \$109,500 annually.
- The City offers a full benefit package including: Medical/Dental/Vision Insurance - Life Insurance - Short Term and Long Term Disability - Flexible Spending Accounts and Health Reimbursement Account - Paid time off - PERA Public Retirement Association of Minnesota.
- Live within an Emergency Response time of six (6) minutes.

Please use this Position Profile as you fill out your resume/application. This profile was designed to tell prospective candidates what skills and talents the City Council and community see as providing the greatest opportunity for success. It is important that you review the qualifications carefully and make sure your resume and application materials articulate your skills, experiences and educational background as those will be the basis for our review of your materials and selection for the “best candidate” for interviews.

Applications will be accepted until 5:00 p.m., April 30, 2021.

In addition to your completed application, please provide a cover letter, a resume and a copy of your current law enforcement license. If selected as a finalist we will request you complete a background investigation waiver. Please also know that as a finalist your name and current position will be released to the public along with any other data that is public under the Minnesota Data Practices Act.

A two-day interview process will take place on May 26-27, 2021 and will include interviews, meeting staff, viewing facilities and opportunities to get to know our community.

Thank you for your interest in this position. If you have questions or would like additional information, please contact:

Todd Prafke, City of Saint Peter City Administrator
barbaral@saintpetermn.gov 507-934-0663
227 South Front Street, Saint Peter, MN 56082

**CITY OF SAINT PETER, MINNESOTA
POSITION DESCRIPTION**

Pay Equity Points - 410

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.
- Using the Community Oriented Policing philosophy and City Council established values, works with community members and groups to identify public safety issues, problems and concerns and to resolve the issues, problems and concerns using sound problem resolution skills and processes.
- 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; release 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 or City Council 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; receives, investigates and resolves citizen

complaints regarding 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 the City Council.
- Surveys streets, highways, public lighting and public safety concerns and develops plans, including the placement of traffic control devices and makes recommendations with the Director of Public Works for Council consideration.
- Serves as Emergency Management 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 Code or City Administrator.
- Serves as incident commander at all major events where there is a threat to life and/or property.
- Works cooperatively with other law enforcement agencies focusing on safety for the community.
- Performs related duties as assigned or apparent.
- This position is an emergency response position and carries a response time requirement of six (6) minutes.

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; Shoot/use handguns, rifles, and shotguns to department standards; walk for extended periods of time; 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 carry seventy-five to one hundred pounds and lift seventy-five to one hundred pounds and carry twenty pounds for extended periods of time.

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

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.

Vaccinations: The City will provide, if desired by the Chief of Police, vaccinations for tetanus, hepatitis B, MMR, and Varicella.

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; communicate and maintain control when confronted with very demanding and difficult individuals or groups of individuals; overcome fear of harm or death.

REQUIRED INTERPERSONAL SKILLS:

Ability to: manage departmental operations and coordinate the work of all personnel; delegate responsibility; communicate clearly and effectively, both orally and in writing; secure the respect and confidence of departmental personnel and the public; cooperate with a wide range of individuals and organizations; be tactful; be diplomatic; maintain confidentiality; lead; effectively communicate with difficult/emotional/distraught individuals; and to resolve conflict.

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 issued by the Minnesota Board of Peace Officer Standards and Training or ability to transfer from another State
- Five or more years' experience as a Police Officer, at least three of which were in a supervisory capacity.
- Demonstrated knowledge of all applicable State Statutes, investigative procedures and techniques, court decisions and other legal guidelines and current law enforcement practices and techniques.
- Possession of, or eligible for a valid State of Minnesota Class D Drivers' license.

DESIRABLE QUALIFICATIONS:

- Master's degree in Law Enforcement, Public Administration or a related field from an accredited college or university.
- Ten (10) years' experience as an administrator or supervisor in a Police Department with ten or more personnel.

- Demonstrated experience in working with a State Hospital or Correctional Facility and/or a postsecondary education institution.
- Emergency Management Certification from an accredited training program.
- Demonstrated experience in the field of Police Administration and community outreach programming.
- Ability to speak conversational Spanish or Somali.

Adopted: March 22, 2021