



South Lake Minnetonka Police Department Manual

Policy Title:

Job Description – Chief of Police

Policy Number:

5058

Issue Date:

04/01/2025

Rescinds:

5058 – 08/23/2021

Distribution:

All

Effective Date:

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POSITION SUMMARY

The South Lake Minnetonka Police Department is a joint powers government entity formed under Minnesota Statutes 471.59 to serve the communities of Excelsior, Greenwood, Shorewood and Tonka Bay. The Chief of Police serves as the Chief Administrative Officer and is responsible for the overall operations of the department, including typical policing activities as well as administrative functions. The position reports to the Coordinating Committee which is comprised of the mayors of the member communities.

The SLMPD Chief of Police is a high achiever with a demonstrated commitment to excellence, high ethical standards, teamwork and collaboration, and participation in the community. The Chief is well versed in police operations and contemporary strategies that maintain the high standards of the department and enhance the livability of the south Lake Minnetonka communities.

REQUIREMENTS

1. Possess a valid Peace Officer License in the State of Minnesota.
2. Minimum of ten years of experience as a full-time police officer with at least five of those years in a supervisory position at the rank of sergeant or above.
3. Possess a Bachelor's Degree with a Master's Degree preferred from an accredited institution of higher learning in a field of study that relates to the duties and responsibilities of the position.
4. Satisfactory completion of advanced executive level police training.



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DESIRED QUALIFICATIONS

1. Exceptional character and integrity with the skills necessary to effectively lead and manage a joint powers entity that provides a full array of police services to multiple cities in an urban recreational area.
2. Strong communication skills with the ability to speak and write concisely and articulately.
3. Ability to work within a joint powers entity under the oversight of a governing board, as well as a general understanding of open meeting laws, data practices, records management, governmental accounting, budgeting, payroll, personnel matters and technology.
4. Demonstrated ability to manage crisis situations and work with all forms of the media.

ESSENTIAL DUTIES

1. Provide exceptional and ethical leadership that advances the professionalism of the organization and provides quality service to the community.
2. Establish, direct, coordinate and oversee department operations, activities, policies and procedures while continually looking for ways to improve operations and the delivery of services.
3. Establish and implement realistic short and long-term goals that support the mission of the department, the development of personnel, and provide a vision for the future.
4. Participate in the community through appropriate policing activities, attendance at community events, and involvement.
5. Prepare, present and disseminate information on departmental operations and activities in a manner that builds trust within the community and increases transparency and accountability.



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6. Maintain an open line of communication with Coordinating Committee and Operating Committee members. Keep Committee members informed and in the loop on relevant internal and external matters pertaining to the department.
 7. Advises and supports the Coordinating Committee in its governance of the department by educating its members, providing recommendations, and implementing its directives.
 8. Serve as the “Responsible Authority” for the department on data practices matters in accordance with applicable laws.
 9. Serve as the department spokesperson and advocate on public safety matters when dealing with the media, community groups, legislative bodies, governmental agencies, etc.
 10. Foster and maintain a positive working relationship with local, county, state and federal law enforcement agencies.
 11. Manage personnel matters for the department which includes recruiting, hiring, training, evaluating, promoting, coaching, disciplining and terminating employees in accordance with applicable laws, policies, procedures and agreements within both a union and nonunion environment.
 12. Manage financial affairs for the department which includes preparing, presenting and administering an annual operating budget; seeking outside sources of funding to supplement both operational and capital needs, effectively managing internal funds in support of operations; coordinating the annual audit process; implementing prudent investment strategies; overseeing payroll, employee benefits and bookkeeping practices; and reviewing and approving expenditures.
 13. Manage all other administrative affairs of the department.



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14. Represent the department on applicable boards, commissions, community groups, professional organizations, etc. Examples include the Southwest Metro Drug Task Force, South Lake Minnetonka Crime Prevention and Criminal Apprehension Fund, Excelsior Rotary Club, Minnesota Chiefs of Police Association, Hennepin County Chiefs of Police Association and the Association of Minnesota Emergency Managers.

SKILLS AND ABILITIES

- Leadership: Demonstrated ability to lead and manage a team, inspire confidence, and maintain high morale among staff.
- Knowledge: Strong knowledge of policing concepts and practices, federal, state and local laws, and trends and resources to address root causes of crime and strengthen community engagement.
- Communication: Excellent verbal and written communication skills, including the ability to present information clearly and concisely to diverse audiences.
- Conflict Resolution: Proficient in resolving disputes and managing conflicts within the community and the police force.
- Strategic Planning: Ability to develop and implement comprehensive plans to address crime, public safety, and community engagement.
- Analytical Thinking: Strong analytical skills to assess complex situations, identify problems, and develop effective solutions.
- Decision Making: Sound judgment and decision-making abilities, especially under pressure and in emergency situations.
- Ethics and Integrity: High ethical standards and a commitment to upholding the law and protecting citizens' rights.
- Collaboration: Ability to work collaboratively with other law enforcement agencies, government officials, and community organizations.
- Physical Fitness: Maintains physical fitness and the ability to respond to physical demands of the job, including emergency response.
- Technological Proficiency: Familiarity with modern law enforcement technology, data analysis tools, and crime prevention strategies.



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PHYSICAL DEMANDS AND WORKING CONDITIONS

Work is conducted both indoors and outdoors. Employee is subject to both inside and outside environmental conditions. Employee is subject to some noise, including traffic, and other common outdoor noise. Additional work hazards are present, including exposure to ill, injured, or dangerous animals, as well as exposure to bodily fluids and other potentially dangerous situations.

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. While performing the duties of this job, the employee is required to:

- Regularly read and interpret documents and other written material.
- Regularly communicate and exchange information with others in person, over the telephone, through two-way radio communication equipment, and using written communication methods.
- Frequently remain in a stationary position and regularly move within the building to attend meetings and access files and office machinery.
- Ability to see, hear and remember people, evidence, facts, and circumstances in day and night requiring both color and night vision.
- Ability to stand or walk for long periods of time.
- Ability to bend, crouch, stoop, stretch or crawl periodically as needed.
- Ability to chase and subdue suspects or law violators as needed.
- Ability to work flexible hours, weekends, and holidays, be on call and respond to calls during non-work hours.
- Ability to lift and carry or drag evidence or people from floor to waist weighing up to 100 pounds.
- Ability to work with or around irritants, fumes, infectious disease and hazardous chemicals at an accident or fire scene involving vehicles or chemical plants.
- Ability to pull, push, twist and turn as needed in apprehending suspects or assisting at an accident scene.
- Ability to tolerate exposure to hot, cold, or wet weather and exposure to hostile, aggressive, or assaultive behavior by members of the public.
- Ability to work around periodic loud noises caused by gunfire or sirens.



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- Regularly operate computers and other office equipment, such as a copy machine, printer, and telephone, as well as equipment/tools consistently found in public safety.
 - Occasionally move or transport items weighing up to 50 pounds.

EQUIPMENT UTILIZED

Squad car, department bicycle, office equipment, first aid equipment, firearms, taser, ATV/UTV, body camera/squad camera, radio, alcohol testing machines.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Coordinating Committee retains the discretion to add duties or change the duties of this position at any time.

South Lake Minnetonka Police Department is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the department will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.