



# POLICE CHIEF

**CITY OF BROOKLYN CENTER, MINNESOTA**

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First Review of Applications: March 21, 2024



PUBLIC SECTOR EXECUTIVE RECRUITMENT

# THE COMMUNITY

Brooklyn Center is the most diverse community in Minnesota. Covering 8.5 square miles and with a population of over 33,000, Brooklyn Center is a vibrant first-ring suburb in the Minneapolis-Saint Paul Metropolitan Area situated on the banks of the Mississippi River. Brooklyn Center residents enjoy easy access from interstates 94/694 and Hwy 100 and 252. The commute to downtown Minneapolis is six minutes, while the commute to Saint Paul is 15 minutes.

The City of Brooklyn Center takes pride in its neighborhoods; it offers prospective homeowners many choices from starter homes to residences with riverfront views to assisted living environments for senior adults. Brooklyn Center is home to 24 local parks and nature areas, contributing to its attractive quality of life. Combined with a 20-mile trail system that extends to all neighboring communities and the Mississippi River, residents can walk or bicycle throughout the city and much of the northwest metro.

Four school districts serve the City of Brooklyn Center, including Brooklyn Center Community Schools, Anoka-Hennepin, Osseo Area Schools, and Robbinsdale Area Schools. A variety of private and parochial education opportunities are also available.

Brooklyn Center is home to the headquarters for Caribou Coffee, an FBI regional field office, and the Heritage Center of Brooklyn Center, a City-owned and operated conference and event center. Shingle Creek Crossing is a major retail development located in the heart of the city. Major Brooklyn Center employers include Promethean, Inc., a division of Medtronic, and Luther Auto Group.



# THE ORGANIZATION

The City of Brooklyn Center is a Charter City with a Council/City Manager form of government. The City Manager is responsible for the daily operations of the city. Reporting to the City Manager are the Department Directors (including the Police Chief). The Council delegates operational authority to the City Manager who, in turn, delegates specific functional authority and budgetary responsibility to their department heads following the City Charter, City Ordinances, and Council policies. The city has nine departments, including administration, police, fire, community development, finance, public works, parks and recreation, community prevention, health and safety, and equity and human resources. The police department works closely with all departments.



**33,000**  
Est. Population



**\$22.7M**  
2023 City Budget



**AA**  
S&P Rating



**160**  
City FTEs

# THE DEPARTMENT

Within the Brooklyn Center police department is a tight-knit family culture, where solidarity, trust, and a shared dedication to the community's safety and well-being are paramount. This environment fosters a strong bond among officers and staff, creating a cohesive and supportive team. Brooklyn Center Police Department is comprised of five divisions:

## Administration

The chief of police, three commanders and an administrative assistant comprise this division. This division coordinates and administers all divisions in the police department by implementing strategies for crime prevention and reduction. This division acts as a liaison to other city departments, members of the community, and other criminal justice agencies.

## Community Services

At full strength, the Community Services Division comprises one crime analyst, one crime prevention specialist, one multi-cultural community liaison, one social worker, one sergeant and one commander.

## Investigations

At full strength, the Investigations Division comprises six detectives, a violent offender's task force officer and an investigations commander. This unit provides centralized investigative resources to the department.

## Patrol

At full strength, the Patrol Division comprises 26 sworn police officers, seven sergeants, part-time community service officers, one cadet, and one commander when fully staffed. Uniformed patrol officers respond to calls for service of both an emergency and non-emergency nature. Likewise, this unit conducts proactive patrol in residential and commercial areas to deter crime. Community service officers (CSOs) and Cadets are a part of the Patrol Division and perform police-related duties that do not require a sworn police officer (animal complaints, on-street parking issues, etc.).

The largest and most visible arm of the police department, officers of the patrol division respond to calls for service from the public, investigate traffic accidents, and keep the peace. These officers conduct proactive patrols, traffic, and criminal enforcement.

## Support Services

At full strength, the Support Services Division consists of seven records technicians, one property technician, and one support services manager. The records technicians are responsible for processing, disseminating, and public releasing all police reports. The records technicians issue gun permits, release vehicle impounds and maintain accurate records of stolen items and missing persons in a computerized national database. The property technician's duties consist of the inventorying, storing, and destroying property seized by the police department.



**BCPD believes strongly in the importance of community policing.** A few of the department's efforts include, but are not limited to:

- Multi-cultural Advisory Committee ("MAC") meets on a monthly basis
- Participation with the Joint Community Police Partnership ("JCPP") Program for over a decade
- Multi-cultural Police Cadet Program
- Police Explorer Program
- Neighborhood Area Meetings held in Brooklyn Center parks over the past several years
- National Night Out
- Neighborhood Watch
- Frequent events and engagements within Brooklyn Center schools between community youth, BCPD officers and detectives
- Coffee with a Cop Program



## THE POSITION

Reporting to the city manager, the police chief is responsible for developing and directing a public safety program to prevent crimes, protect lives, enforce laws and ordinances, and maintain public order for the people of the City. To do this, they will develop a community-centered culture within the department and coordinate an integrated approach to public safety with other department heads. The essential duties and responsibilities of the position include:

### Administration

- In collaboration with others, develops and implements a community-based policing model and comprehensive public safety strategy. Ensures proper understanding and execution of the department's mission and values throughout the department.
- As part of the management team, work with the city manager and other department heads on projects, goals and plans as directed.
- Maintains high community visibility and a cooperative attitude with businesses and other organizations.
- Participates as a management team member along with the city manager and director of equity and human resources during labor negotiations.
- Provides information to the city manager on operations or activities as needed or directed.
- Provides reports to departments as needed and requested.

### Police Service Activities

- Leads departmental operations by planning, organizing, and directing staff and police service functions with a leadership style that fosters collaboration and compassion within an environment that requires accountability.
- Directs and collaborates with internal public safety leaders within the city. Promotes community relations and develops a program of community safety awareness and crime prevention.
- Designs and implements appropriate police procedures for the department in compliance with current and new legislation or court decisions and evaluates and supervises activities to ensure appropriate police procedures are followed to meet the community's needs.
- Prepares and recommends capital improvement programs and long-range plans for the City's police department as a component of the City's overall capital improvement plan to the city manager.
- Ensures all police service matters are handled consistently and equitably within community expectations, city ordinances, State, Federal and County laws.
- Establishes methods and trains staff to deliver exceptional customer service.
- Ensures follow-through with assistance and dissemination of information.
- As directed and in coordination with the city manager, represents the City and acts as spokesperson for the Police Department in various settings relative to public safety matters. Attends evening and weekend meetings, events, and emergencies as needed.
- Keeps appropriate people informed of pertinent issues relating to public safety.
- Represents the department in legal proceedings with the city manager when necessary.

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# THE POSITION *continued*



## Financial

- Coordinate the planning and drafting of, and recommend, the police department's budget.
- Manage the budget effectively, acting as a good steward of taxpayer dollars.
- Recommend and implement changes by measuring and quantifying service delivery outcomes to ensure effectiveness.
- Review and approve service contracts with vendors and consultants to ensure compliance with the City's budget and purchasing policy.
- Analyze staffing and equipment levels to determine budget and community program needs.
- Manage and administer grants or other funding sources in compliance with the City's grant policy.

## Supervision

- Manage and direct all areas of public safety for the police department.
- Good advocate for the people in the department.
- Works in coordination and cooperation with other city departments and County, State and Federal agencies.
- Clearly and effectively delegates work assignments to staff.
- Develop an effective organization: this includes analyses of operations, decisions, or recommendations concerning organization and procedures, participation in employee selection, and responsibility for the development, motivation, and proper supervision of all department personnel.

Performs other duties that are consistent with the position tasks or as assigned.



## DESIRED CAPABILITIES

The City of Brooklyn Center seeks a strong transformational leader with a clear vision for community-based policing and public safety.

Transparency will be key in revising and implementing public safety policies and procedures. It is expected the police chief will also be knowledgeable in financial and resource management, direction, development, and accountability for all functions within the police department. Ultimately, an effective police chief will be personable, responsive to feedback, and able to reestablish and maintain a sense of safety in the hearts and minds of residents.

The police chief is someone who can also contribute to community healing. They are someone who can navigate and lead change inside and outside the organization. To be successful, this leader must demonstrate integrity and be able to establish a strong, visible community presence. Building, reestablishing, and maintaining positive relationships within the community by understanding its unique needs will be pivotal for mending broken trust both internally and externally. A proven track record of gaining respect and community support is necessary as well as the courage to create internal change and innovate.



## EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in police administration, criminal justice studies, law enforcement, public safety, or related field and ten (10) years of responsible, progressive experience in a police department, with a minimum of five (5) years in a command-level position such as lieutenant, captain, deputy chief, chief etc. Preferred training and experience include completion of the FBI Academy or similar academy training, a master's degree in criminal justice or public administration, and experience with collective bargaining agreements.

The preferred candidate will be eligible for licensure from the MN Police Officer Standard Training Board (POST), have experience with community policing, or police work that emphasizes connecting with the community, and a proven track record of building strong relationships with a wide variety of people and traditionally underserved communities.

# COMPENSATION AND BENEFITS

The salary range for this position will be \$127,442 to \$156,219 depending on candidate education and experience. The city offers a full range of employee benefits, including participation in the Minnesota Public Employees Retirement Association (PERA).

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

**[www.governmentjobs/careers/bakertilly](http://www.governmentjobs/careers/bakertilly)**

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than Thursday, March 21, 2024. For more information, please contact Patty Heminover at [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com) or by calling 651.223.3058.

The selected candidate will be required to complete a pre-employment background investigation that includes but is not limited to a thorough criminal background check, credit check, psychological evaluation, and professional references.

For more information about the City of Brooklyn Center, please visit <https://www.brooklyncentermn.gov/>

*The City of Brooklyn Center will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, ability, age, marital status, status with regard to public assistance, familial status, veteran status, or membership on a local human rights commission, genetic information, gender identity or gender expression, and lawful participation in the Minnesota Medical Cannabis Patient Registry. The City of Brooklyn Center will take all necessary steps to ensure that all employment practices are free of such discrimination.*

