



JOB ANNOUNCEMENT MARCH 1, 2017

POSITION: Town of Garden City – Police Chief
SALARY RANGE: \$70,000 to \$75,000 DOE Plus Benefits
CLOSING DATE: Open until filled

General Supervision: Works under the direct supervision of the Town Administrator.

General Description: This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust and confidence. Through the use of management skills and practices, the Police Chief ensures a high level of service delivery to the citizens, business owners and visitors of Garden City. The Police Chief ensures compliance with all Department and Town values, policies, procedures, rules and regulations as well as the laws of the Town and the State of Colorado. The Chief is responsible for tactical and strategic planning, operations, budgeting, police personnel actions and a variety of duties related to the management and operation of the Police Department.

General Statement of Duties: Responsible for creation and startup for a new Police Department for a small town with a population of approximately 234 residents and 60 businesses. Responsible for assisting Elected Officials in creating policies and procedures for standard operation of the Police Department. Responsible for all acquisitions necessary for a department start up. Responsible for hiring and supervising Officers. After initial startup phase of six months, responsible for day to day management and operations of the Police Department.

Qualifications: Colorado P.O.S.T. Certified as a Level 1 Police Officer
Five years' experience in police work including leadership roles.
Experience in police work investigations.
Valid Colorado Driver's License with good driving record.

For a complete job description, please visit townofgardencity.com. Qualified candidates should send a resume with cover letter to ccampbell@townofgardencity.com or fax to 970-351-6549.



JOB DESCRIPTION

Position: Police Chief

Salary Range: \$70,000 - \$75,000 DOE Plus Benefits

General Supervision:

Works under the general supervision of the Town Administrator.

General Description:

This is a sworn, safety-sensitive position, exercising a high degree of discretion, trust and confidence. Through the use of management skills and practices, the Police Chief ensures a high level of service delivery to the citizens, business owners and visitors of Garden City. The Police Chief ensures compliance with all Department and Town values, policies, procedures, rules and regulations as well as the laws of the Town and the State of Colorado. The Chief is responsible for tactical and strategic planning, operations, budgeting, police personnel actions and a variety of duties related to the management and operation of the Police Department.

Essential Duties:

Police Department Start-up Phase:

- Plan and implement a Community Based Policing Philosophy. Must train and educate officers in the philosophy.
- Create operations and safety manuals for the Police Department within the first six months of hire including policies, procedures and values approved by the Board of Trustees.
- Work with the Town Administrator to create an employee manual for the Police Department within the first six months of hire.
- Develop a training protocol for the Police Department within the first six months of hire including a method for tracking training requirements and completion.
- Obtain Police vehicles within the first six months of hire including necessary licensing and equipment installation.
- Obtain uniforms, safety vests and other safety gear within the first six months of hire.
- Obtain weapons and ammunition within the first six month of hire. Safe weapons and ammunition storage and use shall be included in the operations and safety manuals.
- Obtain radios, PBTs, radar and any other necessary equipment for Police Department operations within first six months of hire including any necessary licensing.
- Obtain necessary Police Department computers and software within the first six months of hire including necessary licensing.
- Assist the Town Administrator in securing agreements with Weld County dispatch and emergency communications departments.



Essential Duties

Start-up Phase (cont)

- Work with Town Administrator to organize and outfit Police Department working spaces within first six months of hire.
- Must locate and/or create secure evidence and impound spaces within first six months of hire.

Essential Duties:

Daily Operations after Start-up:

- Required to be a working Police Chief. Required to work as an active officer on duty including observation of the activities of the Town throughout various times of day to assess law enforcement needs.
- Responsible for planning, administration, coordination and operation of the Police Department; including patrol, traffic, investigations, crime prevention, communications, records maintenance, community relations including neighboring agencies.
- Communicate with the Board via a Police Chief's Report at Board Meetings.
- Maintain regular communication with the Town Administrator regarding administrative issues and program activities.
- Responsible for Police Department personnel selection, training and development, evaluation and discipline.
- Responsible for Police Department scheduling including shifts, training, PTO and court appearances and bailiff duties.
- Prepares the annual Police Department budget with submission to the Town Administrator by September 1 of each year for the following budget year.
- Reviews all departmental expenditures for accuracy. Prepares departmental spending reports if requested.
- Answers citizen inquiries and resolves problems and complaints with regard to Police operations.
- Works closely with and supports other Town Departments.
- Works closely with and supports other law enforcement agencies working with the Town on Police and public safety related issues or any issues of mutual concern.
- Attends meetings when necessary and represents the Town's best interests related to the Police Department when speaking to citizen groups, Town Board or other interested groups.
- Must maintain required safety and administrative training and certifications.
- Performs other related duties as assigned by the Town Board of Trustees.



Qualifications:

- Colorado P.O.S.T. Certified as a Level 1 Police Officer
- Five years' experience in police work including leadership roles.
- Experience in police work investigations.
- Valid Colorado Driver's License with good driving record.

Knowledge, Skills and Abilities:

Ability to focus on and conceptualize how administrative decisions will affect the organization in both the near and distant future.

Ability to utilize technical and conceptual knowledge and skills to plan short and long range goals for the Police Department.

Ability to ensure compliance with Town and departmental policies, procedures, rules and regulations through effective management of subordinates.

Ability to effectively prioritize situations and goals to maximize available resources.

Ability to analyze problems and use skills to implement appropriate corrective actions.

Knowledge and skill to effectively manage the coordination of resources to respond successfully to crisis and critical incidents.

Knowledge of business or administrative practices including budgeting, record keeping, technology, organization, file maintenance and records retention.

Knowledge of crime scene processing practices.

Knowledge of State and local requirements and procedures regarding crime lab submittals.

Skills in written and verbal communication. Ability to effectively communicate with and establish good working relationships with subordinates, coworkers, public officials, citizens and other governmental agencies. Ability to explain the rationale of policies, rules and procedures to subordinates to ensure compliance and heighten awareness of potential problems regarding non-compliance.

Thorough knowledge of laws, rules and court decisions relating to the administration of Criminal Justice and Law Enforcement.

Thorough understanding and dedication to the principals of Community Based Policing and the ability to promote the same to subordinates and the community.



Tools and Equipment Used:

Police Car
Radio
Radar or Laser
Handgun and other weapons as required
Emergency equipment
Handcuffs
Cell Phone
Computer
First-aid equipment
Bicycles
Training Equipment
Other equipment as assigned

Physical Demands:

Sit, Stand
Walk, Run
Stoop, Kneel
Crouch, Crawl
Climb, Balance
Talk and communicate clearly and effectively
Reach, use hands and fingers, handle, feel or operate objects
Occasionally push, pull or lift up to 30 pounds
Vision acuity and color vision

Working Environment:

Occasionally works in outside conditions, may be exposed to wet and humid conditions, extreme hot or extreme cold conditions. May be exposed to airborne particles. Occasionally works near moving mechanical machinery, in high and/or precarious places or near vibration. May work with explosives. May be exposed to fumes and toxic or caustic chemicals.

The duties listed are in no way intended to be exhaustive. The omission of specific duty or statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.