

**City of Frankfort, Kentucky**

**Police Chief**

The City of Frankfort, Kentucky is seeking applications from individuals interested in the position of Police Chief. Position is responsible for directing, planning, organizing, evaluating, managing and overseeing the activities and operations relating to the Police Department, to provide continuous security for the City.

**Qualifications:** Applicants are required to possess a valid Commonwealth of Kentucky driver’s license and a Bachelor’s Degree in Police Administration or related field. Ten years of experience in law enforcement, including five years increasingly responsible administrative/supervisory experience in law enforcement. Graduate level education in a law enforcement related field will substitute for the non-supervisory experience on a year-for-year basis. Must have completed required law enforcement basic training or equivalent, and must complete required in-service training each year. Graduate of advanced police studies program such as FBI or SPI is preferred.

**General Duties and Responsibilities:**

* Formulates departmental operating policies and procedures, following consultation with higher authority and subordinate officers.
* Plans, directs and evaluates all activities and programs of the Police Department. Monitors work schedules; insures that accurate time and personnel records are prepared and maintained.
* Furnishes technical advice on police problems.
* Maintain constant surveillance of criminal and traffic reports in addition to activity reports; initiates corrective action when and where indicated.
* Supervises and evaluates the use and maintenance of departmental equipment.
* Formulates and enforces operating policies and procedures; and instructs, disciplines and evaluates departmental employees.
* Assists in recruiting, selection, promotion and training of departmental personnel.
* Prepares and administers departmental budget; authorizes purchase requisitions of supplies and equipment for the department within established limits; and monitors external funding sources; prepares applications for funding; administers projects.
* Confers with representatives of federal, state and local agencies on various police issues.
* Prepares memoranda and reports on activities of the department; supervises others in report preparation.
* Handles complaints from the general public.
* Reviews all laws, official opinions and guidelines with reference to police activities and summarizes for departmental personnel.
* Responds to all major calls and takes command at the scene; may make arrests; may issue court citations; appears in court as necessary.
* Insures that accurate records pertaining to citations, arrests and investigations are prepared and maintained.
* Participates in law enforcement courses and insures that subordinates are scheduled for such training.
* Represents the department as needed.
* Attends all Commission meetings; reports to the executive and legislative branches as requested.
* Develops and conducts effective public relations programs.

Salary commensurate with experience.

Comprehensive benefits provided, including retirement plan and health insurance

Questions may be directed to Kathy Fields, the Human Resource Director at 502-875-8500.

Interested candidates should submit the following items by 4:00 p.m. EST, Friday, November 17, 2017.

* Cover letter, specifying salary requirements
* Resume
* City of Frankfort application (available on the City of Frankfort website)

Please submit all documents to:

City of Frankfort, Kentucky

Attn: Human Resources Department

P.O. Box 697

Frankfort, KY 40602

**The City of Frankfort is an Equal Opportunity Employer.**