

POSITION OPENING – POLICE CHIEF CITY OF ELIZABETHTOWN, KENTUCKY

The City of Elizabethtown, KY is currently seeking a community-oriented and forward-thinking Chief of Police. This is a highly professional position tasked with planning, organizing, and directing all divisions, programs, and activities of its police division. In addition to these responsibilities, this position will also lead the City's efforts to enhance and promote an environment of community policing.

The Elizabethtown Police Department is a community oriented and accredited law enforcement agency. The department serves a community of 30,023 residents, and is comprised of 57 sworn officers and 18 civilians organized into two divisions - Administration and Patrol Services.

The Chief of Police Should Possess:

- A record of success of building professional relationships with command staff, uniformed staff, non-commissioned members of the department, and guiding such relationships to achieve organizational goals
- A proven track record in strategic planning and the ability to evaluate both short and long-term priorities of the department
- A history that displays sound judgment in making timely and informed decisions
- The ability to delegate authority while holding employees accountable for performance
- Leads by example approach
- The desire to build and advance a relationship of trust between the Elizabethton Police Department and the community
- A willingness to seek out new concepts and be progressive in implementing various police management strategies
- A disposition that is approachable and open to police department employees, city officials, and members of the community and values their input
- Excellent communication skills, in writing as well as in person, and a talent for speaking to large community groups and the media
- A firm knowledge of police-related technology and weaponry, in particular video technology, and the ability to advise leadership as needed on such areas
- A history of recruiting and retaining other community-oriented police officers

Essential Functions:

- Under the general direction of the Mayor and City Administrator, plan, organize, direct and coordinate the activities of the police department in the enforcement of laws and ordinances and the prevention of crime and the protection of life and property
- Formulate and enforce rules and regulations and work methods and procedures
- Make or review all personnel assignments within the department

- Review activities and reports of officers
- Ensure that officers receive adequate training in modern police methods and procedures
- Prepare budget requests and control the expenditure of all departmental funds.
- Conduct correspondence and recommend purchase of necessary equipment
- Attend police conferences and meet with various commissions and citizens groups.
- Administer City policies related to all activities.
- Work hours and days other than standard hours as required.
- Ensure continuity of operations during personal absence through proper delegation and assignment of qualified subordinates.

Eligibility Requirements:

- At least ten (10) years progressively responsible police experience including at least five (5) years in upper-level management and supervisory work
- Extensive knowledge of the principles and procedures of modern police administration and practices.
- Extensive and broad knowledge of methods of crime detection and criminal apprehension.
- Ability to obtain and demonstrate an extensive knowledge of applicable federal, state and local laws and ordinances, and departmental rules and regulations.
- Skill in the use of firearms.
- Ability to analyze complex police problems and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- A Bachelor's degree is preferred, but alternative training in police operations and administration may be considered such as the successful completion of the Southern Police Institute's Administrative Officers Course, and/or, the FBI National Academy.
- Possess a valid Kentucky Driver's License, or be eligible to obtain such.
- Neat in appearance, good moral character, and not convicted of a felony crime.
- Physically capable of performing essential job functions.
- POPS certified or able to obtain certification within one (1) year of appointment.

Submit resume and salary requirements to Elizabethtown Human Resources Manager, 200 West Dixie Avenue, P. O. Box 550, Elizabethtown, KY 42701 or barb.jones@elizabethtownky.gov by end of business **April 05, 2019.**

The City of Elizabethtown is an Equal Opportunity Employer.

Ideal Candidate Profile

The City of Elizabethtown seeks an energetic, innovative and motivated individual with the ability to make things happen. He/She will demonstrate honesty and integrity beyond reproach, as well as a firm ethical grounding. The City would like a Chief with a history of community involvement, preferably in leadership roles, who is approachable, personable, and patient.

The City of Elizabethtown enjoys a strong reputation as a great place to live, and as a community that cares. The Police Chief should demonstrate a genuine respect for a diverse community, being cognizant of the needs of an aging community, as well as connecting with the young population, and setting a positive relationship with, and building programs for, the school districts. The Police Chief should be interested in team work, partnerships, and cooperation with other local agencies, not just focusing inward on the department.

The Police Chief is expected to serve as a working manager with direct involvement in the day-to-day operations of the department. He/She will be a team player that values employee involvement and input. The City of Elizabethtown is looking for a proven leader who is able to effect organizational change, but who will not effect change “for the sake of change.”

The City seeks an individual who demonstrates a genuine participatory and collaborative approach to making informed decisions, yet also is capable of making tough decisions in a timely manner when required. Candidates should have a history of progressive, proactive, and innovative program development with a strong emphasis on the Community Policing philosophy, as well as a track record of successful follow-through and implementation in these areas. The Elizabethtown Police Department is looking for a Chief to lead by example, demonstrate personal and professional integrity, and communicate a sense of vision backed by specific goals and objectives, and implement a plan to achieve these goals and measure success.

The ideal candidate will possess a solid track record of progressive law enforcement experience including at least five years in a senior management role. A reputation for dealing openly and honestly with individual employees is required. The ability to interact successfully and positively in a participative small town environment is also necessary.

The candidate will have a strong commitment to continuing education and professional training for self and staff, striving to keep abreast of innovative methods and effective public safety programs and practices. He/She will have experience creatively obtaining grants and managing financial aspects of public safety administration. A Bachelor's degree is preferred with the successful completion of the Southern Police Institute's Administrative Officers Course and/or the FBI National Academy. The candidate must have the willingness to become a certified law enforcement officer from the Kentucky Law Enforcement Council if not already having such.