

Recruitment Profile

CHIEF OF POLICE

The Chief of Police for the City of Douglas will be an experienced administrator who possesses outstanding interpersonal, organizational, and leadership skills with extensive knowledge and experience in all aspects of management of Police Services. The successful candidate will have expert communication skills and be able to work effectively with the governing body, management team, employees and citizens. He/She must be open, honest, accessible, and possess a reputation as a firm, competent and consistent manager with a track record of developing effective community policing strategies.

The Chief will possess a balance between assertiveness and diplomacy, be a good listener with the flexibility to reach compromise when necessary, and will be a person of imagination and vision that will ensure continued progress for the City. He/She will appreciate and work to maintain its quality of life, and provide leadership to its skilled and dedicated employees.

The Chief of Police holds a vital public position within the community, and he/she will be expected to become actively involved in and engaged with the community. He/She must be able to distinguish political sensitivities and inter-relationships in the local community and adjust operations accordingly. The Chief will work cooperatively with local law enforcement agencies, community leaders and organizations and media.

Our Community is . . .

Recognized as the Jackalope Capital of the world, Douglas is located in east central Wyoming in Converse County. With a population of 6,120, Douglas is rated as the seventh safest city to live in Wyoming. Wyoming is rated the ninth safest state and has one of the lowest overall taxes. Douglas sits beside the North Platte River and is only a short distance from the Medicine Bow National Forest and Glendo Reservoir. This beautiful location offers many outdoor recreational opportunities such as hunting, fishing, boating, hiking, camping, and more! An International airport is located one hour away in Casper, with direct flight service to Denver, CO and Salt Lake City, UT.



Our Department . . .

Located: in the west wing of the newly constructed and furnished Converse County Joint Justice Center with 6,400 square feet dedicated to the Douglas Police Department and an additional 9,900 square feet of shared space including an indoor shooting range and exercise room.

Provide: Uniforms, firearms, duty gear and take home vehicle.

Operate: Community Oriented Policing environment enjoying excellent working relationships with citizens and businesses. Current department budget of \$2.59 million which includes 18 sworn officer positions; a fleet of 22 vehicles, half less than 5 years old, and associated equipment; training for all personnel for professional development and maintaining certifications, cell phones, tablets and rifles.

Our City . . .

Encourages: great neighborhoods and attractive, friendly environments to live, work, and play. Through current and long range planning for the community, whether it be building and planning for housing, new subdivisions and developments, or preservation of our historic heritage, the City strives to provide and ensure safety and aesthetically pleasing businesses and homes, and a community to be proud of.

Operates: under a Mayor/Council form of government, with an appointed City Administrator who provides supervision for all city departments.



Our Position . . .

Experience and Education: Seven years Law Enforcement experience with five years supervisory experience is required. Wyoming Peace Officer Standards and Training Certification, or ability to obtain, is required. Knowledge and level of competency in Criminal Justice, Law Enforcement or related field at baccalaureate level is preferred.

Duties: Responsible for planning, coordinating and providing overall direction for the activities of the Police Department, which include promulgating rules and regulations for the department. The Chief assumes ultimate responsibility for law enforcement services and programs within the City. Maintain overall responsibility for the selection, training and development of personnel within the department; evaluate or oversee the evaluation of subordinates to ensure proper conduct, adequate job performance, identify and correct deficiencies through appropriate discipline or training; coordinate training programs and activities to facilitate career growth of subordinates. Involved in research, development, implementation and review of programs, policies and procedures required to achieve the City's goals and objectives in a safe, legal, efficient and effective manner. Prepare and administer the department budget.

Compensation and Current Benefit; . . .

Salary Range: \$80,000 to \$95,000 depending on experience.

Health Insurance: Employee and dependent coverage, entire premium paid by the City. Annual Deductible \$750 person, \$1,500 family. Participating provider 90/10. Non participating provider 80/20. Routine care 100%. Out of pocket maximum \$3,000 per calendar year.

Dental: Diagnostic and preventative 100%. Basic services 80%. Major services 50%.

Vision: Exam 100%, \$50 maximum. Lenses 100%, one pair per calendar year. Frames 100%, \$90 maximum per two calendar years. Exam \$15 deductible. Materials \$15 deductible.

Prescription: Deductible \$50 person, \$100 family.

Life: Annual salary equivalent.

Retirement Pension: Participation in Wyoming Retirement Plan contribution 17.2,% paid by City. Long term disability coverage included.

457 Deferred Compensation: Eligible for participation.

Vacation Leave: 12 days per year accrual; additional accrual after four years of service.

Sick Leave: 12 days per year accrual.

Holiday: 10 days per year.

Fitness; Benefit: Monthly payment of \$10 toward membership. Reimbursement of remaining membership with average of 10 check ins for calendar year.

Cafeteria Plan: Eligible for participation.

Application and Contact . . .

Process: Applications will be accepted until filled with initial review beginning March 15, 2020. Please visit our website, www.cityofdouglas.org, for a full job description and application.

Contact: Administrative Services Director, Mary Nicol, PO Box 1030, Douglas, WY 82633, 307-358-3462, mnicol@cityofdouglas.org.

CITY OF DOUGLAS

POSITION SPECIFICATION

Adopted 02/08/10

TITLE: CHIEF OF POLICE

CLASS CODE: 2100

GENERAL DESCRIPTION:

PERFORMS OVERALL SUPERVISORY, ADMINISTRATIVE AND PROFESSIONAL WORK PLANNING, COORDINATING AND DIRECTING THE ACTIVITIES OF THE POLICE DEPARTMENT.

(Any position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this classification).

SUPERVISION EXERCISED/ACCOUNTABILITY:

Works under broad policy guidance and direction of City Administrator.

Exercises supervision over all Department personnel directly through subordinate supervisors in Patrol and Communications Divisions.

MAJOR TASKS:

Plans, coordinates, and provides overall direction for the various program activities of the department; coordinates departmental activities with overall City goals and objectives; participates in goal-setting and program development at City-wide level.

Establishes Department organization including channels of authority, responsibility, and communication; revises Department organization as appropriate to maximize efficiency; coordinates development of policy and procedures for Department.

Directs, instructs and counsels subordinate personnel who are supervisors in carrying out tasks requiring considerable judgment or creative effort; resolves problems and questions presented by subordinate staff regarding work processes, policies, organization or methods.

Reads, examines, reviews reports prepared by subordinate supervisors or other personnel; makes corrections, adjustments, raises questions, routes back to writer or approves for routing to destination.

Monitors performance of all personnel by reviewing production levels and conduct; initiates or effectuates disciplinary action against employees for breaches or infractions of policy, rules or regulations.

Meets and confers with City officials, law enforcement agencies, representatives and the public on all aspects of the Department's activities; answers inquiries and complaints; provides community relations programs.

Assists personnel in performance of duty in difficult or unusual situations.

Monitors Department expenditures in accordance with the budget provisions; directs and participates in the preparation of the Department budget.

MINOR TASKS:

Provides training to subordinate workers as needed; evaluates work performance; composes written performance evaluations.

Attends professional seminars, meetings and conferences to keep abreast of current trends in the field.

Serves on outside agency committees and boards as assigned.

Composes correspondence dealing with subject matter in ways that call for considerable discretion; judgment and negotiation authority.

Performs related tasks as required.

KNOWLEDGE AREAS:

Extensive knowledge of modern law enforcement principles, procedures, techniques and equipment; thorough knowledge of Federal, State and Local criminal and administrative law; extensive knowledge of principles and methods of administration, including budget development and control, personnel and purchasing management.

SKILL/ABILITY AREAS:

Ability to exhibit imagination, initiative and problem solving capability in coping with a variety of law enforcement situations; ability to delegate responsibility and to motivate a large number of people toward a coordinated effort; ability to establish and maintain effective interpersonal relationships with employees, other departments and the public; ability to communicate effectively verbally and in writing; ability to insure compliance with standard safety practices.

SPECIAL CONDITIONS OF WORK:

Hazardous work conditions due to nature of duties. Must sign non-disclosure agreement.

LEGAL REQUIREMENTS:

Valid Wyoming Driver's License. Wyo. P.O.S.T. Certification at Professional Level. 40 hours P.O.S.T. certified hours update every two years.

RECOMMENDED PREPARATION FOR EMPLOYMENT:

Knowledge and level of competency commonly associated with the completion of college coursework at the baccalaureate level in Criminal Justice, Law Enforcement or related field, including training in Police Administration and three to five years experience at supervisory positions with a Law Enforcement Agency. Other training and experience will be evaluated for relevance to this position class.