

Police Chief – Village of West Salem (Pop. 5,042)

The Village of West Salem is seeking an experienced police leader for the position of full time Chief of Police. The West Salem Police Department is comprised of nine highly professional police officers and is committed to providing the highest level of professional service to those who live in and visit our community. The West Salem Police Department values compassion and integrity and strives to exceed what is expected. The Chief of Police reports directly to and works under the supervision of the Village Administrator and is responsible for the administration and overall operations of the West Salem Police Department, including, but not limited to: Supervision, oversight and ensuring the training and effectiveness of all West Salem Police Department personnel; maintenance of the public peace and enforcement of all ordinances and laws in the Village; maintenance of equipment and related technology; preparation, administration, and implementation of the Police Department budget and the Department's annual operations. Candidates shall be committed to community engagement/partnerships, transparency, succession planning, and results that lead to the betterment of the community as a whole. First review will take place on or about September 16, 2019. All applicants must be certified by the Wisconsin Law Enforcement Standards Board or eligible for such certification. Qualifications: U.S. citizen; driver's license with good driving record; good physical condition; ability to possess a firearm; no felony convictions; no domestic abuse convictions; good verbal and written communication skills; 10 years of law enforcement experience with at least 3 years of progressive management experience; bachelor degree in criminal justice or public administration is preferred, but consideration given for combination of experience and recognized professional law enforcement training. Selected candidate must pass physical exam and acceptable background check. Salary range is \$73,000 to \$78,000, dependent on qualifications, plus excellent benefit package. Job description available at www.westsalemwi.com or from the Village Administrator. Submit DJ-LE-330, resume, and cover letter to Village Administrator, 175 South Leonard Street, West Salem, WI 54669 or tschnitzler@westsalemwi.com

VILLAGE OF WEST SALEM

POSITION DESCRIPTION CHIEF OF POLICE



Authority

The Chief of Police is the Executive Officer of the Department and the final departmental authority in all matters of policy, operations, and discipline (with input from Law Enforcement Committee). The Chief of Police exercises all lawful powers of his/her office (Wis. Stat. 62.09(13)) and issues such lawful orders as are necessary to assure the effective performance of the Department. These duties shall be accomplished with the support, cooperation, and approval of the Law Enforcement Committee and the Village Board.

General Description of Duties

The Chief of Police is responsible for the general supervision of the department to include planning, research, organization, chain of command, recommended disciplinary actions, recommended promotions, recommended demotions, recommended hiring, scheduling, training, budgeting, crime prevention, and public relations.

The apportionment of time between police administrative-supervisory-investigative. Duties include a minimum of one street patrol shift per week or more and is subject to review and revision by the Law Enforcement Committee.

The Chief of Police receives periodic direction from the Village Administrator in matters pertaining to budgets, payroll, and other general financial administration.

Through the Chief of Police, the Department is responsible for the enforcement of all State Laws, Village Ordinances, and regulations coming within its legal jurisdiction. Also, to cooperate with all Village, Fire District, School District, County, State, and Federal Departments and officials as are pertinent.

Specific Duties

The Chief is responsible to manage, consult with, and guide the subordinates assigned to the Police Department. The Chief must also promote teamwork, productivity, strength, morale, observe general attitude toward policies and procedures, unity of purpose, discipline, diligence, chain of command, interest, alertness, enthusiasm, punctuality, responsibility, and take corrective action.

Responsible for manpower needs and scheduling.

Responsible for timely and professional communication, both internally and externally of the department, to include email, social media, memos, or any other form of communication.

Responsible for departmental budgeting, including creation, presentation, oversight, and implementation.

Responsible for hiring, recommending of promotions, and recommending disciplinary action involving subordinates with confirmation by the Law Enforcement Committee and Village Board.

Responsible for general departmental training and personal orientation of new department employees.

Responsible to develop and implement department policies and procedures and rules and regulations with Law Enforcement Committee and Village Board approval.

Responsible for providing for the short and long range plans and goals for the department in coordination with the Law Enforcement Committee and Village Board.

Responsible for attendance as departmental representative at Law Enforcement Committee and Village Board meetings, union negotiations, or other meetings to which assignment and notification have been made.

Responsible for all crime prevention and public relations programs for the department.

Responsible for the administration of and compliance with the bargaining Police Union Contract.

Responsible for the development and maintenance of all departmental personnel files, educational files, payroll files, etc., and providing accurate copies or originals to the Village Administrator for each payroll period and other reports related to personnel records to be forwarded to the Village Administrator as instructed by the Village Board.

Responsible for the general maintenance and troubleshooting of department equipment, ensuring equipment is operational or replaced as practical, including working with 3rd party vendors to maintain equipment.

Responsible for the development and adherence to a chain of command.

Responsibility to obtain and provide information for the department in modern police principals, concepts, methods, and practices.

Responsible for the maintenance and directing preparations of all necessary police records and reports.

Prepare, publish, distribute, and discuss written directives pertaining to departmental operations, policy and procedures with department personnel.

Responsible for scheduling and conducting periodic department meetings.

In the event of emergencies, act as the Emergency Management Director, overseeing emergency operations.

Reviews and approves all case reports submitted by officers under the Chief's command to insure that they are accurate, complete, and meet departmental standards.

Qualifications

Knowledge of the principals and practices of generally accepted police administration.

Knowledge of the rules, regulations, policies, and procedures of the department.

Computer, software, and other technological skills

Knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigations, and the various functional services utilized in police operations.

Ability to command the respect of all department personnel and to assign, direct, and supervise their work.

Ability to establish and maintain effective working relationship with other village employees and with the public.

Ability to prepare and supervise clear, accurate, and comprehensive recommendations and reports.

Possession of a valid Wisconsin Driver's License.

No felony convictions or Domestic Abuse convictions, or other issues preventing the possession of a firearm.

Must pass a background check and pre-employment medical exam.

Training and Experience

Meet the requirements of the State of Wisconsin Law Enforcement Standards Board. Ten (10) years of law enforcement experience with at least three (3) years of progressive management experience; Bachelor's Degree in Criminal Justice or Public Administration is preferred, but consideration given for a combination of experience which would provide the required knowledge, skills, and abilities, and recognized professional law enforcement training. Continuing education, such as leadership development courses commonly referred to as Northwestern University School of Police Staff and Command, Wisconsin Command College or FBI National Academy is encouraged, but not required.



APPLICATION FOR EMPLOYMENT

LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 720-hour law enforcement academy)? Yes No

If yes, what type(s) of basic training have you successfully completed? Law Enforcement Jail Secure Juvenile Detention

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? Yes No

Are you a United States citizen? Yes No

Do you have a high school diploma, GED or HSED? Yes No

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes No

If No, were you employed as a law enforcement officer prior to February 1, 1993? Yes No

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor crime of domestic violence? Yes No

Are you prohibited by state or federal law from possessing a firearm? Yes No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes No

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	Annual Salary/Wages:
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

Type <Ctrl – Enter> to add additional pages.