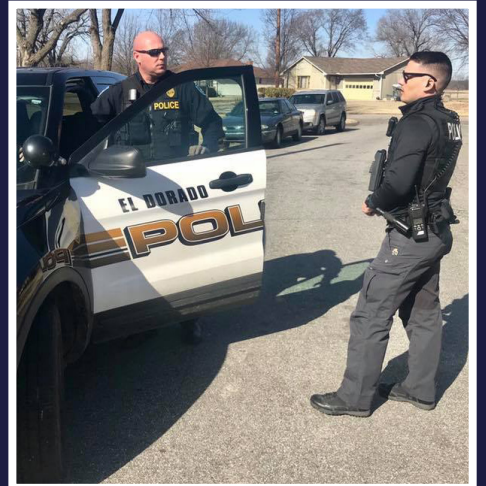
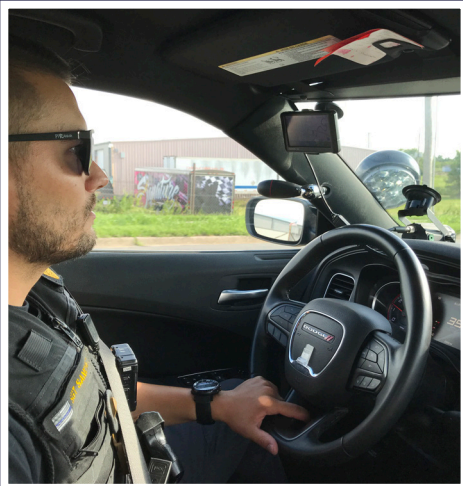


NOW HIRING!
POLICE CHIEF



EL DORADO
KANSAS

COMMUNITY PROFILE

Situated at the foot of the Flint Hills near Wichita, Kansas, the City of El Dorado (population 13,000) boasts the best of the outdoor, rural setting and the fast-paced amenities of the urban environment.

El Dorado is home to the Butler Grizzlies of Butler Community College and boasts two great public school districts in USD 490 – El Dorado and USD 375 - Circle. The City provides numerous outdoor recreation opportunities to enjoy such as the 18-hole Prairie Trails Golf Course, BG Products Veterans Sports Complex, El Dorado Disc Golf Course, Sam Binter Tennis Court and Pickleball Complex, El Dorado Bike and Pedestrian Trail, and fourteen parks.

El Dorado Lake, in close proximity to El Dorado, hosts the Walnut Valley Sailing Club, Shady Creek Marina, and El Dorado Shooting Club. The Kansas Department of Parks, Wildlife, and Tourism operates over 1,000 acres of wildlife preserve and outdoor amenities for those who enjoy boating, fishing, hunting, horseback riding, hiking, biking, or just getting outside to get fresh air.

El Dorado intersects I-35, US-54, US-77, and K-254, providing convenient connection to Wichita (35 mi), Kansas City (175 mi), Oklahoma City (184 mi), and beyond. Access to El Dorado may also be reached by air via the Captain Jack Thomas Municipal Airport. The closest commercial airport, Eisenhower National Airport, sits only forty-five minutes from El Dorado.

MUNICIPAL PROFILE

An at-large, five-member City Commission governs El Dorado primarily through the hiring of a city manager who oversees the day-to-day management of the municipal organization. The city manager is responsible for implementing policy established by the City Commission. The municipal organization includes 135 employees, organized into nine departments, who strive to provide excellent municipal service to the community.

The City's \$32.4 million annual budget provides resources for the provision of public services, including law enforcement, fire protection, street maintenance, snow removal, storm water management, refuse collection, water and sewer treatment, development regulation, code enforcement, municipal court, park maintenance, and recreation programming. S&P rates the City's G.O. bonds as "AA-, stable" based on the very strong financial capacity of the City and its ability to meet its financial commitments.



DEPARTMENT PROFILE

The El Dorado Police Department is responsible for enforcing City of El Dorado ordinances as well as traffic and drug laws within the City's boundaries. Many of the cases are adjudicated through the Municipal Court. Felony charges are adjudicated through the Butler County District Courts.



Our Police force has an authorized strength of 31 positions (28 sworn officers).

The Department embraces a problem-oriented approach to community policing and works with citizens to maintain public safety, law and order. El Dorado boasts being one of the safest cities in Kansas.

The department motto, "Community Safety, Partners in Service", states the essential purpose of the El Dorado Police Department. The department protects the rights of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace.

The department serves the citizens of El Dorado by performing law enforcement services with high standards and skill. It is to citizens that the department is ultimately responsible.

The El Dorado Police Department is committed to providing a safe, livable community, with a high quality of life by maintaining order, protecting persons and property with equal and consistent enforcement of the law.

The City's mission is to enhance quality of life by embracing service excellence through its values of Respect, Responsibility, Integrity, Stewardship, Innovation and Excellence.

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THE IDEAL CANDIDATE

The Police Chief provides leadership and direction to the El Dorado Police Department to facilitate the enforcement of applicable state laws and local ordinances for the protection of life and property.

The Police Chief serves as the primary liaison between the Police Department and the community, and works to build relationships throughout the community and especially with community stakeholders groups.

The position supervises all aspects of the Police Department's operational activities, including training, regulatory compliance, personnel selection and promotion, disciplinary actions, grant administration, budget planning, and financial management.

The Police Chief reports directly to the City Manager and is classified as an exempt position.



WORK ENVIRONMENT

Employee performs office work in a well-lit, climate-controlled environment. Work occurring outside of the office may encounter such situations as:

- Chemicals and fumes;
- Safety hazards such as chemicals, heights, below grade areas, and dangerous persons or situations;
- Stressful situations;
- Overtime, night work, and extended workhours; and
- Exposure to dust, loud noises, darkness, and cramped spaces.



PRIMARY DUTIES AND RESPONSIBILITIES

- Facilitates enforcement of applicable state laws and local ordinances for protection of life and property.
- Serves as the primary liaison between the Police Department and community and works to build relationships throughout the community and especially with community stakeholders groups and underserved/underrepresented populations. Maintains a highly visible presence within the community and remains accessible to citizens. Promotes a community policing philosophy within the department. Works with the public in a professional and courteous manner and holds the department to the same professional standards of conduct.
- Supervises all aspects of the Police Department's operational activities, including training, regulatory compliance, personnel selection and promotion, disciplinary actions, grant administration, budget planning, and financial management.
- Makes decisions regarding employee selection, promotions, and disciplinary actions. Creates frequent opportunities for recognition. Delegates authority to employees and allows them to perform their jobs with appropriate levels of supervision and discretion.
- Provides frequent feedback and guidance to the department regarding overall performance and expectations. Periodically meets with individual officers and employees to review performance and expectations. Creates opportunities for coaching and mentoring of officers and employees with a focus on developing professionalism, community responsiveness, and customer service.
- Supervises the department's training program to ensure that all officers and employees receive adequate opportunities for pertinent continuing education and training on changes to law or police practices, policies, and procedures. Identifies training opportunities to expand the department's capacity to serve the community (i.e., crisis prevention or response, mental health response, drug overdose response, etc.) Ensures police officers annually meet or exceed minimum continuing education and training hours as required for certification under Kansas law.
- Frequently engages and builds a professional relationship with community partners, such as the Butler County Attorney's Office, Butler County Sheriff's Office, Tri-County CASA, Inc., South Central Kansas Mental Health, Susan B. Allen Memorial Hospital.
- Oversees a complaint review process by assigning internal investigations and determines appropriate remedial or disciplinary actions based on findings from such investigations.
- Prepares periodic written reports to the City Manager summarizing department's activities, analyzing community trends, and providing policy analysis on topics affecting the department. Conducts weekly department briefs with the City Manager to keep management informed of department activities and trends. Responds to requests from the City Manager in an accurate, complete, and timely manner. Shares in frequent communication with management and the governing body.
- Establishes and exemplifies high standards of excellence for professional conduct and personal and professional integrity. Adheres to the Code of Ethics of the International Association of Police Chiefs (IACP). Models ethical decision-making and advocates for professionalism, integrity, accountability.

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DUTIES AND RESPONSIBILITIES

Budget and Financial Management Duties:

- Collaborates with the Finance Director to prepare the annual budgets for the Police Department and Municipal Court and assists in prioritizing of recommendations during the budget process. Manages departmental spending throughout the year, ensuring for compliance with the approved budget.
- Prepares cost comparisons and produces recommendations on vehicle, equipment, and technology requisitions. Ensures compliance with applicable federal, state, and local purchasing policies.
- Periodically applies for grants and manages awarded funds in compliance with all applicable requirements. Manages specially designated law enforcement funds for the legally defined purposes.

Planning Activities:

- Produces a strategic plan for the department defining long-term goals and objectives aligned with the City's strategic priorities and based on community and department input. Produces an annual department work plan that outlines how the department will work toward the strategic priorities.
- Participates in continuing education to understand the short- and long-term trends affecting the department and its service delivery. Frequently engages with the citizens and community groups to understand the needs and expectations of the community. Conducts meetings with departmental and other staff persons to obtain input on department activities and to facilitate communications.

Miscellaneous Duties:

- Periodically assists with patrol activities as a means of demonstrating solidarity with the department and projecting a visible presence to the community. Participates in community policing activities and occasionally provides support during community events, such as parades.
- Periodically meets with or serves on internal and external committees/advisory boards representing the City of El Dorado and law enforcement interests.
- Participates in regional drug enforcement efforts, providing personnel and resources, as needed and authorized by the City Manager.
- Oversees the City's code enforcement officer and related enforcement activities.
- Periodically engages with the Butler County Attorney and Municipal Prosecutor to assess department's felony and misdemeanor processing.
- Oversees records management, including evidentiary records, of the Police Department assuring for adequate security and accuracy of records. Ensures all records management and evidence processing complies with all legal requirements and best practices for the storage and maintenance of such information. Monitors information technologies to assure compliance with federal and state regulations and guidelines, and ensures the department maintains such technologies with the highest practical standards for security and accessibility.
- Collaborates with the Municipal Information Officer in the development and production of department communication, including social media, community safety bulletins, and activity reports.



QUALIFICATIONS

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in law enforcement, political science, public administration, or a closely related field, and ten years of increasingly responsible experience in municipal police work, to include demonstrated experience in an administrative and management/command capacity.
- Master's degree in a closely related field or completion of an advanced law enforcement training program, such as the Southern Police Institute, FBI National Academy, State Law Enforcement Command Academy, or equivalent is preferred.
- The City Manager may consider years of professional experience as an equivalent to a formal, post-secondary education at his or her discretion.
- The candidate must be in possession of, or have the ability to obtain, a valid Kansas driver's license and within one year of hire, an appropriate certification as a peace officer in the State of Kansas.

Must pass an extensive background check and post-offer physical and drug screening. Individuals in this position must not have had any prior felony convictions, even if expunged from the individual's record.

Residency Requirement:

Individual in this position must establish permanent residency within thirty minutes of the corporate city limits of El Dorado within six months of employment unless otherwise waived by the City Manager.



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COMPENSATION AND BENEFITS

The pay range for the Police Chief position is between \$70,138 and \$103,334. The City Manager will determine starting pay for the position based on experience following the interview process. The position is exempt and not eligible for overtime pay.

In addition to a salary, the City of El Dorado offers a competitive benefits package that includes medical, dental, and vision health insurance. The City pays up to 75% of the premiums for these coverages. The City also offers paid sick, personal, and parental leave, and YMCA membership.

The City participates in the KP&F Retirement System and contributes to a 457 deferred compensation program. The estimated annual value of the City's benefits package for this position is \$26,000.

The City will reimburse moving expenses up to \$10,000 for relocation to Butler County.

APPLICATION PROCESS

The City of El Dorado invites interested candidates to submit a cover letter and resume for review and consideration. This position will remain open until filled, although candidates should provide their information no later than December 21, 2021.

The City will review applications and schedule interviews with an initial round of candidates. The City envisions the interview process having at least two rounds, and may include additional exercises for the City to evaluate candidates' abilities. The City will conduct background and reference checks with a selected candidate following final interviews.

The City of El Dorado is an Equal Opportunity Employer and values diversity at all levels of its workforce!



Deadline to apply: December 21, 2021

For more information: Contact Haley Remsberg at 316-321-9100 or hremberg@eldoks.com

To apply online: Visit www.eldoks.com/jobs

