

The Town of Fowler, Colorado is looking to hire a new Police Chief.

The Town of Fowler is committed to providing a competitive salary and benefits package competitive with comparable size towns in the region and commensurate with experience and education. The salary range for this position will be dependent on qualifications and experience. The town provides an excellent benefits package including, but not limited to:

Retirement: FPPA and Edward Jones

Sick and Vacation: Accrual of vacation and sick hours based on years of service.

Health Insurance: The Town of Fowler covers 100% of employee health insurance. Premiums for spouse and/or dependent would be the sole responsibility of the employee.

Dental/Vision Insurance: Town of Fowler employees and families are offered access to low cost dental and vision insurance. Premiums associated cost for employee, spouse and/or dependent coverage are the sole responsibility of the employee.

Life and Accidental Death: 100% town-funded life and accidental death and dismemberment insurance of \$25,000.

Classification: Exempt

Reports to: Town Administrator

a. Responsibilities and Essential Functions

1. The Police Chief performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department (“Department”) as well as performing community policing functions on a day to day basis. The Police Chief position has the following essential functions for which the Police Chief is responsible.
 - i. Plan, coordinate, supervise, and evaluate Department operations.
 - ii. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the Board of Trustees or Town Administrator.
 - iii. Plan and implement a law enforcement program for the Town in order to better carry out the policies and goals of the Board of Trustees and Town Administrator; review Department performance and effectiveness, formulate programs or policies to alleviate deficiencies.
 - iv. Coordinate the information gathered and work accomplished by various officers; assign officers to special investigations as the needs arise for their specific skills.
 - v. Assure that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

- vi. Review evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases.
- vii. Supervise and coordinate the preparation and presentation of an annual budget for the Department; direct the implementation of the department's budget; plan for and review specifications for new or replaced equipment.
- viii. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Department operations.
- ix. Coordinate and supervise the training, assignment, and development of subordinate police officers.
- x. Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.
- xi. Prepare and submit periodic reports to the Town Administrator or Board of Trustees upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
- xii. Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- xiii. Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Department in a variety of local, county, state and other meetings.
- xiv. Cooperate with county, state and federal law enforcement agencies as appropriate where activities of the police department are involved.
- xv. Coordinate activities with supervisors and other town departments, exchange information with officers in other law enforcement agencies, the district attorney's office, 16th Judicial District, and other government agencies. Obtain advice from the city attorney, court administrator, and district attorney regarding cases, policies and procedures.
- xvi. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
- xvii. Direct investigation of major crime scenes.
- xviii. Perform the duties of subordinate personnel as needed.
- xix. Analyze and recommend improvements to equipment and facilities, as needed.
- xx. Participate in various committees.

b. Competencies

1. Ethical Conduct.
2. Communication Proficiency.
3. Leadership.
4. Stress Management/Composure.
5. Time Management.
6. Problem Solving/Analysis.
7. Decision Making.
8. Communication Proficiency.
9. Diversity and Inclusion.
10. Project Management.
11. Personal Effectiveness/Credibility.

c. Supervisory Responsibility

1. Exercises supervision over all police department staff directly or through subordinate supervisors.

d. Work Environment

1. This job operates both in a professional office environment and throughout the community of Fowler. This role routinely uses fire arms, standard police equipment and vehicles as well standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee often works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties.

e. Physical Demands

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. This is a highly physical job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; run, and jump; use hands to finger, handle, or feel; and reach with hands and arms, engage in

the physical restraint of criminals or violent individuals which may include the use of various combative techniques as well as the use of lethal and non-lethal force.

3. Occasional unplanned strenuous lifting and movement is required in the field. In the office environment the employee must lift files, open filing cabinets, bending or stand on a step stool as necessary.

f. Position Type/Expected Hours of Work

1. This is a full-time position and hours of work are to be determined by the employee and the town administrator as needed to best accomplish the duties of the position.

g. Travel

1. Travel is primarily locally during the business day, although some out of the area travel and overnights should be expected.

h. Required Education & Experience

1. At least 5 years' experience in Law Enforcement or related fields.
2. Prior experience in Law Enforcement Supervision.
3. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
4. Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

i. Preferred Education & Experience

1. High school diploma or G.E.D. required with two to four years of college preferred.
2. Experience working with the public and media are preferred.
3. Excellent reading and writing skills in the English language is required.

j. Additional Eligibility Qualifications

1. Valid Colorado driver's license.
2. Ability to meet Department's physical standards.
3. Current Colorado P.O.S.T. Certification.

If interested please submit a completed application, cover letter, resume, and supporting documents to:

Town of Fowler
ATTN: Kelly Lotrich
114 E Cranston Ave.
Fowler, CO 81039

Or

Via email to: town_clerk@fowlercolorado.com

Applications can be found at fowlercolorado.com

Application packets will be accepted until the position is appointed by the Town Manager.