



The Town of Palmer Lake is seeking a  
**POLICE CHIEF**  
to serve the community



## THE TOWN & SURROUNDING TRI-LAKES COMMUNITY

Palmer Lake is a statutory town in El Paso County with a population of 2,624, according to the 2020 census. As a growing community 20 miles north of downtown Colorado Springs, it offers a picturesque small mountain-town feel with a variety of outdoor activities including trails, parks, and traditional community events. Palmer Lake is a family-oriented community with an elementary school for grades K-5, and a local library that is part of the Pikes Peak Library District. The Town of Palmer Lake is the northernmost community in El Paso County and borders Douglas County. Palmer Lake is attractive for those who enjoy a smaller, unique community rich in history that hosts visitors to Palmer Lake enjoying the lake, exceptional hiking, dining and art experiences.

### COMMUNITY

Population: 2,624  
Size: 3.1 square miles (32 miles of dirt roads)  
Elevation: 7,297 feet  
Median Income: \$100,764  
Median Age: 53.2  
Median Home Value: \$352,500

### DEMOGRAPHICS

White non-Hispanic 81.1%  
White Hispanic 8.6%,  
Multiracial Hispanic 4.56%,  
African American Hispanic 1.32%,  
Asian non-Hispanic .68%,  
Other non-Hispanic 3.13%

### MAJOR EMPLOYERS

Education, Instruction, & Library 9.61%  
Management 6.49%  
Business & Financial  
Operations 6.24%  
Computer & Mathematical 5.43%  
Arts, Design, Entertainment, Sports, & Media 3.37%  
Healthcare 2.68%  
Sales & Related 12.3%  
Office & Administrative Support 10.6%  
Food Preparation & Serving Related 9.18%  
Building & Grounds Cleaning & Maintenance 4%  
Healthcare Support 3.25%  
Construction & Extraction 3.87%  
Installation, Maintenance, & Repair 3.68%  
Transportation 3%



### COLLECT OUR ARTISTIC TREASURES

Palmer Lake is known for its one-of-a-kind, eclectic art in all forms of creative expression. Supported by an actively growing community of artists, Palmer Lake is set to become an essential creative district along the Colorado Front Range and a growing destination spot for art lovers and cultural seekers alike.



### STEP BACK IN TIME

No visit to Palmer Lake would be complete without a visit to the Lucretia Vaile Historical Museum, which offers a view into the 'wild west' origins of our lovely mountain community. Step back in history as you take a walking tour, participate in one of our many history-based events, including the Palmer Lake Yule Log Hunt, and soak up the ambience of our town and its many historical buildings.



### EAT LIKE A LOCAL

Palmer Lake features a variety of acclaimed eateries! Choose from rustic Italian cuisine, New Mexico-style Southwestern dining, French crepes and coffee, award-winning wings and steaks, small plates and local brews, or freshly made sandwiches and ice cream. Soak up the atmosphere of a busy pub, or savor authentic Mexican street tacos.

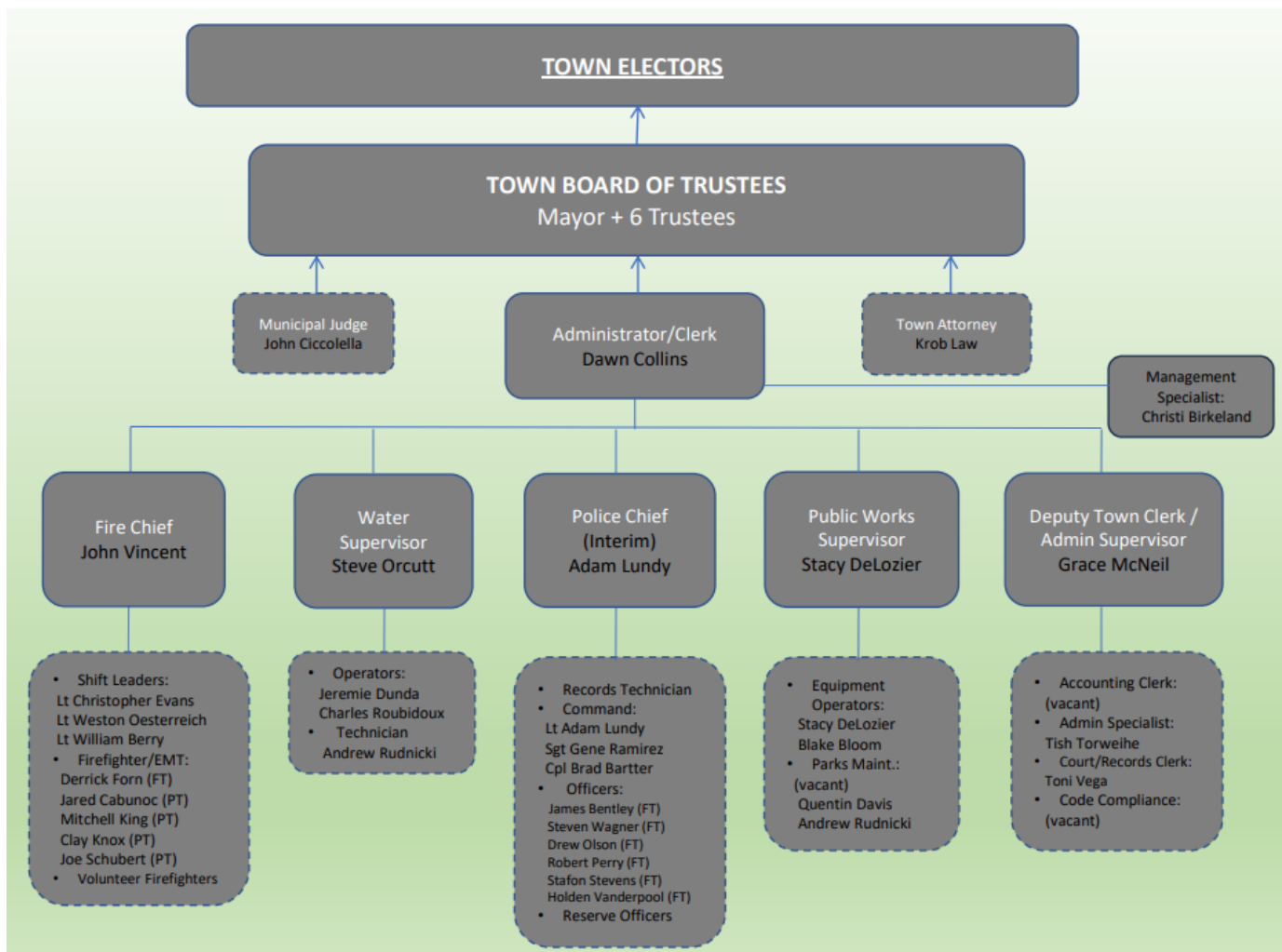
Come and enjoy a memorable meal today.



## THE ORGANIZATION

Palmer Lake is a Statutory Town governed by a Board of Trustees under a Board of Trustees – Administrator form of government. The Town Board of Trustees is comprised of seven (7) members, an elected Mayor with a 2-year term and six (6) Trustees with a staggered 4-year term - three (3) in even years and three (3) in odd years. The Board of Trustees meets on the second and fourth Thursday of each month. Additionally, the Town has three authorized advisory boards/commissions, of which the Board of Trustees appoint members to - Planning Commission, Board of Adjustments, and Parks and Trails Commission.

The Mayor and Board appoint the Municipal Judge, Town Attorney and the Town Administrator, who manages the Town’s operations. The Town Administrator oversees supervisors of the Fire Department, Police Department, Public Works Department which includes Roads and Parks maintenance, Water Department and the Administration office.



## **PALMER LAKE POLICE DEPARTMENT**

The Palmer Lake Police Department (PLPD) staffing has recently experienced changes to department structure. Current staffing includes – (1) Lieutenant acting as Interim Chief; (1) Sergeant; (1) Corporal; (6) Officers; and Reserve Officers. For 2024 of the Town’s \$7m budget, the Police Department has a budget of approximately \$954k.



### **THE POSITION**

The Town of Palmer Lake is seeking an experienced, strategic, team-oriented leader for the position of Police Chief. This position serves as a key member of the management team and is responsible for the overall direction, operation and leadership of the Police Department. The next Chief of Police will be a visible and experienced leader, with demonstrated administrative, operational and tactical skills. The Chief of Police will exercise sound judgement when managing personnel, the budget and other resources, when evaluating key decisions in law enforcement matters as well as decisions impacting the organization and the community.

This individual is instrumental in providing a high level of customer service to officials, other departments, and the public. It is essential to the organization that the next Police Chief effectively communicates with other department supervisors, the Town Administrator, town officials and public members.

### **OPPORTUNITIES & CHALLENGES**

- Opportunity to develop the department for the future needs of the community –
  - With significant input from the workforce, administration, officials, and public, develop goals and objectives supporting a five-year strategic plan
  - Develop an incentive program for retention and promote personnel appropriately
  - Create an Officer recruitment program
- Positively impact the community – be visible, approachable, engage and build relationship with the public
- Creative, collaborative planning for a new joint Police and Fire public safety facility
- Build Officer career path for high performing personnel
- With a growing community and related increase in traffic and calls for service, be innovative managing the changing law enforcement needs of the community

### **IDEAL CANDIDATE**

The ideal candidate will be an experienced, professional law enforcement leader, committed to serving the Town of Palmer Lake community and the greater area. The next Police Chief will:

- create a cohesive team and lead by example, ability to motivate and empower personnel, committed to providing ongoing training to ensure the safety of officers and the community, and be a mentor who trains and develops personnel with integrity;
- be an effective communicator who listens and keeps department staff, leadership and the community informed about public safety matters, assist other town departments, and align with the values of the organization;
- be visible and engaged in the community, understanding and appreciating the community lifestyle, and be diplomatic in the approach to problem solving, effectively managing sensitive law enforcement matters.

A communicative team player who works well with others will thrive in this role. The ability to foster positive relationships with co-workers, town officials, regional agencies, and the public will be key to the success of the next Police Chief.

## QUALIFICATIONS

Interested individuals must be Colorado P.O.S.T. certified, possess a valid, clean Colorado driver's license; a bachelor's degree, experience and training exceeding ten (10) years of service, including a leadership role for a minimum of five (5) years at command level, or a combination of education and experience showing proven progressive responsibility. A degree in public or business administration, criminal justice or a related field is preferred. Advanced administrative training, specialty roles, FBI training/academy is preferred.

## COMPENSATION & BENEFITS

The position is exempt with a hiring range of \$86,500 - \$102,500 DOQ. Benefits include health, dental, vision, life, retirement benefits, generous paid leave including sick, holiday, personal, vacation, town issued mobile devices, and a command vehicle.

## TO APPLY

Applications will be accepted electronically at [dawn@palmer-lake.org](mailto:dawn@palmer-lake.org). Please complete the town employment application and include a cover letter, resume, salary history, and contact information for five (5) professional references. The deadline for complete application submittals is August 29, 2024, by 4 pm (Mountain Time).

## PROCESS

Application submittals will be reviewed the first week of September. An initial phone discussion will be scheduled with qualified candidates by email. The most qualified candidates will be invited to participate in an in-person panel interview. Depending on the selection of candidates, if desired, an additional in-person meeting with the Board of Trustees and Town Administrator will be coordinated.

## INQUIRIES

Questions should be directed to Dawn Collins, Town Administrator, at [dawn@palmer-lake.org](mailto:dawn@palmer-lake.org).

More information found here - <https://www.townofpalmerlake.com/community/page/history-palmer-lake>

<https://www.townofpalmerlake.com/police>



*The Town of Palmer Lake is an equal opportunity employer.*