



## Town of Kremmling

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### POLICE CHIEF JOB DESCRIPTION

Kremmling is located in beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

**Job Title:** Police Chief  
**Keywords:** Executive / Police Chief  
**Reports To:** Town Manager  
**FSLA:** Exempt Full Time (Full Time - Exempt)  
**Hourly Range:** \$95,000 - \$115,000

#### **BENEFITS:**

Full-time exempt employees are eligible for benefits. Benefits include health insurance, dental, vision, MASA, paid holidays and paid time off. Take-home vehicle is assigned to Police Chief.

#### **POSITION SUMMARY:**

Plans, organizes and directs the full range of Police Department, the enforcement of all federal state and local laws and regulations and the investigation and prevention of crime. Provides highly responsible and technical staff assistance to the Town Manager. Assures community-oriented policing, supervision of police operations and investigation of crimes. Provides assistance and liaison with other public safety providers, community service agencies, and Town departments. Performs a wide variety of responsible management and administrative tasks requiring a high level of professional and technical skill and independent judgement. Acts as a problem solver in Town and community matters.

#### **ESSENTIAL FUNCTIONS:**

Ability to sit for long periods at a time behind a desk. Must have normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses; vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle; must have good peripheral vision and be able to read fine print. Must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, and clothing. Must have use of both hands and fingers for dexterity in order to type, use computer keyboard, write and print, and answer radio communications via radio microphone. Must have hearing abilities adequate to communicate using a portable radio, provide oral instructions and presentations, engage in oral conversations in person and over the telephone, and hear suspects, victims, sirens, and radios. Must be able to take statements and communicate for investigative purposes at crime scenes and other related police work. Must have command presence when directing people during an emergency and be able to verbally warn others of immediate or impending danger.

**FAIR LABOR STANDARDS ACT EXEMPTION:**

The incumbent of this position spends more than 50 percent of his/her time in the management of a permanent subdivision of the agency. The incumbent supervises two or more employees. This position is, therefore, “exempt” under the Fair Labor Standards Act as an “Executive Employee.”

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, directs and coordinates the activities of Police Department in the preservation of order, protection of life and property; enforcement of all federal, state and local laws, codes and ordinances, investigation and prevention of crime; and maintenance of effective communication and records systems and other support activities.
- Develops, implements and revises departmental rules, procedures and policies; reviews actions and conduct of subordinates, recommends corrective action and maintains effective discipline throughout the department.
- Participates in the development, implementation and monitoring of annual departmental budget; prepares reports and recommendations concerning proposed town activities and their budgetary and/or staffing impact on the city and the police department and recommends purchase of equipment and supplies.
- Identifies and develops solutions to difficult community and organizational problems and assures effective implementation through the Police Department.
- Identifies and develops solutions to implement effective code enforcement actions and policy recommendations to the Town Manager.
- Recommends appointment and evaluates Police Department personnel, assigns work projects; coordinates work or subordinates and has general accountability for the effectiveness of all operations; observes and takes corrective action on significant employee relations problems.
- Develops and ensures enforcement of Police Department operating policies and procedures.
- Coordinates Police Department activities and maintains liaison with other federal, state, county and local law enforcements related agencies on judicial, prosecution and defense issues.
- Represents the Police Department before the Town Council and other governmental bodies; prepares and presents special studies and reports concerning Police Department programs and activities.
- Represents the Police Department before various community groups, develops and implements the department’s community relation efforts with special emphasis toward community oriented policing principles and practices and maintaining positive and effective relationships among the various communities around Kremmling.
- Reviews reports on crimes committed, arrests made, investigations conducted, and unusual incidents requiring documentation and assure their transmittal to other agencies and the Town Manager as appropriate.
- Investigates or directs investigation of citizen complaints.

**MATERIALS, EQUIPMENT AND TOOLS:**

Vehicle as assigned; computers and specified computer software programs; recording equipment, cameras, microscopes, photo-imaging equipment, latent print equipment, and computer-generated imaging equipment; Search Warrant Software programming; emergency lights, siren, shotgun release, microphone, and emergency vehicle.

**SPECIAL REQUIREMENTS:**

Colorado Law Enforcement Training, Colorado Peace Officer Standards and Training Certificate. Successful completion of Handgun, Shotgun, Patrol Rifle (If authorized) Qualification training. First Aid and CPR certifications. The Police Chief is required by Town Code to live within Town limits; however, certain exceptions may apply but only with Board of Trustee approval.

**DESIRABLE SKILLS, KNOWLEDGE, AND ABILITIES:**

- Modern principles, practices and techniques of police administration, organization, management and their application to specific situations.
- Principles and practices of municipal management, administration and policy development including personnel development, training, and budgetary control.
- Technical and administrative phases of crime prevention and law enforcement, including investigation and identification patrol, record keeping and care and custody of persons and property.
- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout Colorado.
- Techniques used to forecast and implement municipal law enforcement activities.
- Budgeting and fiscal management as it relates to the operations of municipal law enforcement agency.
- Techniques used to motivate subordinate personnel, maintain high employee morale and promote teamwork.
- Principles of supervision to interview, direct, train and evaluate subordinates.
- Interrelationships and functions of other law enforcement agencies and their relationships to municipal Police Department operations.
- Grant and funding sources for law enforcement agencies.

**Ability to:**

- Effectively present both orally and in writing material requiring precision, diplomacy and considerable skill in explaining concepts.
- Assess and resolve employee relations problems.
- Coordinate programs of subordinate units of the Police Department; plan activities; assign projects and responsibilities; deploy personnel; evaluate performance; and maintain an effective leadership role in the Police Department.
- Identify and analyze Police Department needs and their relationship to community needs and develop and implement plans and programs to meet those needs.
- Establish and maintain effective and cooperative relations with the community and Town Manager.
- Analyze information from a variety of sources, examine alternatives, draw logical conclusions and recommend and/or direct a course of action.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**REQUIRED EXPERIENCE/EDUCATION:**

- Possession of a Bachelor's Degree in Criminal Justice, Police Science, Public Administration or related field; and
- POST Advanced Certificate; and
- Minimum five (5) years of progressively responsible experience at the rank of Sergeant or above.
- Must be 21 years or older at the time of employment;
- Must possess, or be able to obtain by time of hire, a valid State driver's license without record of suspension or revocation in any State;
- No felony convictions and disqualifying criminal histories within the past seven years;
- Must be able to read and write the English language;
- Combination of experience and education will be considered

**DESIRABLE EXPERIENCE/EDUCATION:**

- POST Management Certificate; or
- FBI National Academy training; or
- Advanced Command training; or
- Senior Command level or prior Chief's experience; or
- Master's Degree in Criminal Justice, Police Science, Public Administration or related field; or

- More than five (5) years of progressively responsible experience at the rank of Sergeant or above.

### **PHYSICAL REQUIREMENTS:**

Frequent walking, standing, and sitting. May infrequently require running, bending, grabbing, walking on uneven and slippery surfaces, occasional squatting and kneeling. Coordination and equilibrium; hand dexterity and coordination for computer and other related duties; vision both far and near as well as color; hearing; physical conditioning for stamina, mobility and effort utilized in the policing duties adequate to complete the duties and functions required.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions, as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

All applicants must be able to perform the essential job functions outlined above with or without reasonable accommodation.

### **PROCESS**

Police Chief application process will close on July 14<sup>th</sup> 2023 at 4:30 PM. All applications must be received on or before the date and time specified. Finalists will be announced and posted on the website on or around August 31st and a formal offer will be extended 14 business days thereafter in writing. These dates are subject to change depending on the number of applications received.

To join our team, you must be available for our hiring process, which may include the following:

- Physical Fitness Test
- Short essay / presentation on a topic of choice
- Written exercise regarding budget management experience
- 1-2 Oral Interviews with community panel, professionals, Town Manager and/or Board of Trustees
- Community Meet and Greet with the Board of Trustees

### **If successful, the next steps are:**

To be employed by the Kremmling Police Department the candidate must satisfactorily complete a criminal background check, psychological exam, and polygraph exam prior to starting employment.

**To Apply: Email application, cover letter, and resume to [manager@townofkremmling.org](mailto:manager@townofkremmling.org). Applicants will be reviewed as resumes are received. This posting can close at any time.**