

CHIEF OF POLICE

CITY OF SOUTH MILWAUKEE, WISCONSIN



CHIEF OF POLICE ANNOUNCEMENT

The City of South Milwaukee presently is seeking a highly motivated professional to become its next Chief of Police. The position serves as the City's Chief Executive Officer of the Police Department and is responsible for the administration, supervision, and management of the City of South Milwaukee Police Department. The Chief of Police is responsible for the protection of life and property through the management of all municipal law enforcement services and activities. This position supervises the conduct and efficiency of all members and employees of the Department.

Qualified candidates must have a Bachelor's degree in Criminal Justice, Police Science, Public or Business Management or a closely related field and current certification as a Law Enforcement Officer by the Wisconsin Law Enforcement Standards Board or ability to obtain WI LESB certification through the Law Enforcement Reciprocity Exam for current out of state certification/licensure within one (1) year of appointment. Fifteen years law enforcement experience with a minimum of five (5) years' experience at a command staff level is required. Management level program completion through Southern Police Institute (SBI), Federal Bureau of Investigation (FBI) National Academy, Northwestern University Center for Public Safety (NUCPS), Wisconsin Law Enforcement Command College, or equivalent is preferred. A Master's Degree is also preferred. Membership in a law enforcement professional organization preferred. A valid driver's license is required.

2017 Salary Range is \$89,731-\$115,356. Hire rate is dependent upon experience and qualifications. Benefits include option of health, dental, and life insurance; Wisconsin Retirement System (WRS) Plan, vacation, personal/sick leave, paid holidays and other benefits.

Qualified candidates must submit a cover letter, resume, references, and salary history to Malayna@mcgrathhumanresources.com. The deadline to submit all required application materials is **Friday, October 6, 2017**. Following this date, applications will be screened against criteria outlined. For more information about the position, please contact Ron Moser, Lead Consultant at 630-746-2651 or ron@mcgrathconsulting.com

Expected Timeline: Invited applicants will participate in an Assessment Center on **October 27, 2017**.

Selection Process: Applicants selected as finalists may also be invited for an 2nd interview. Applicants will also be subject to a complete background investigation. A drug screen, validated medical exam, and psychological exam will be required for the successful candidate upon a contingent job offer from the City of South Milwaukee.

The City of South Milwaukee enforces a residency requirement for law enforcement personnel to reside within 15 miles of the jurisdictional boundaries of the City. Residency within the City limits is preferred.

The City of South Milwaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Minority applicants and Military Veterans are encouraged to apply.

I. CITY OF SOUTH MILWAUKEE COMMUNITY INTRODUCTION

The City of South Milwaukee is located on the shore of Lake Michigan in southeastern Wisconsin, just ten (10) miles south of downtown Milwaukee. Established in 1897, South Milwaukee is an inviting place to live, work, and play. This lakefront community offers numerous amenities for residents and visitors to enjoy, including a small-town feel, local character, state-of-the-art performing arts center, access to hiking, golf, bike trails, a beautiful beach, Grant Park and Oak Creek Parkway, and a traditional downtown, which offers a variety of shopping, food, and service options.

With an area over 4.78 square miles, this community of approximately 21,000 residents is comprised of strong, thriving neighborhoods, successful small businesses, generous municipal services, and a rich and vibrant history. With its affordable housing stock, respected school district, proximity to downtown Milwaukee, abundance of local and regional community events, and great natural amenities, South Milwaukee is an enticing “community of choice.”

The School District of South Milwaukee is comprised of four (4) elementary schools serving students in grades 4K-5, a middle school serving grades 6-8, and a high school serving grades 9-12. In addition to comprehensive curricular offerings, each school is supported by guidance counselors, an alcohol and drug abuse prevention program, opportunities for gifted and talented students and special education services. The School District has a solid reputation throughout the metropolitan area as a district committed to quality education. This reputation has been built on comprehensive, progressive program of educational opportunities for all students. The School District of South Milwaukee became the first school district in southeastern Wisconsin to be awarded School System Accreditation from the AdvancED Accreditation Commission. This distinction means the School District of South Milwaukee and all of its schools meet international standards of quality and demonstrate a commitment to excellence. The School District was also one (1) of only four (4) districts in the nation to be recognized in 2017 as a National District of Character by Character.org.

II. SOUTH MILWAUKEE GOVERNMENT

The City of South Milwaukee is comprised of 16 Departments. The South Milwaukee government operates under a mayoral form of government. The Common Council is made up of eight (8) Alderpersons. The Common Council appoints a City Administrator to implement the policy decisions of the Mayor and the Council. The Administrator supervises the work of the city’s staff of general government employees, police officers, firefighters, public works employees, and nurses.

The South Milwaukee Police & Fire Commission is constituted in the manner prescribed by state law and with such powers and duties as prescribed by state law. Specific functions of the Police & Fire Commission include the appointment of the Police Chief. The five (5) Commissioners are appointed by the Mayor and must be approved by the Common Council. There is also a Council Representative for the Commission.

Under the direction of the Mayor, the Chief of Police works closely with the City Administrator to implement policy decisions of the Mayor and Council, and other matters such as department annual budgeting.

III. THE SOUTH MILWAUKEE POLICE DEPARTMENT

Mission Statement

The members of the South Milwaukee Police Department, are dedicated to providing a proactive, full service department that enhances the quality of life in our community by reducing crime through the protection of life and property.

Staffing and Budget

The Department is comprised of 33 sworn officers, 2 clerks, 1 part-time clerk, 4 public safety officers, and 2 part-time public safety officers. Of the 33 sworn officers, 7 officers are command officers, 6 officers are assigned to the third shift, 7 officers are assigned to the day shift, 8 officers are assigned to the second shift, and 5 officers are assigned to the Investigations Section. The Police Department has an annual operating budget of approximately \$4,700,000.

Accreditation

The South Milwaukee Police Department (SMPD) continues its membership in the Wisconsin Law Enforcement Accreditation Group (WILEAG). This program is a continuous process enabling law enforcement agencies to evaluate, strengthen, improve and maintain their effectiveness. The SMPD has been accredited through WILEAG since May 1998 and was one of the first agencies in Wisconsin to become accredited. The Police Department achieved re-accreditation in August 2017. The SMPD is the first agency in the state to move to the 5th Edition WILEAG standards in 2017.

2017 Public Safety Referendum

The South Milwaukee Common Council has approved an operating funds referendum question asking taxpayers to increase the tax levy by \$616,641 to maintain current paramedic services and hire two (2) additional police officers. The special election will be held on Tuesday, November 7, 2017.

The City has identified a need for additional police officers to deliver the department's mission and address growing public safety needs. Additional information on the City's Assessment of Public Safety Funding Options can be found on the City's website. <http://smwi.org/2017-referendum/>

Community Quality of Life Programming

The SMPD participates in special service programs for improved quality of life in the community. Such programs include medication collections, community events including Special Olympics Cop on a Rooftop event, Coffee with a Cop event, Stuff a Squad food pantry event, Shop with a Cop event, and South Milwaukee Community Night Out Event. Additional information can be found in the Department's 2016 Annual Report. <http://www.smpolice.com/annual-report/>

Department Values

Central to our mission is a set of values that will guide our work and decisions and allow us to make significant contributions to improving the quality of life in South Milwaukee. The members of the South Milwaukee Police Department value:

- Human Life
- Integrity
- Ourselves
- Excellence

- Cooperation
- Accountability
- Laws and the Constitution

Department Goals

The members of the South Milwaukee Police Department will strive to:

- Develop an effective, efficient and responsive management system;
- Increase agency-community partnerships;
- Provide a more effective allocation of services to the community;
- Increase job satisfaction for all employees;
- Ensure that all persons will be treated with respect, courtesy, and fairness;
- Identify, control, and reduce crime;
- Protect Constitutional Guarantees;
- Facilitate the safe movement of people and vehicles;
- Resolve conflict;
- Create and maintain a feeling of security in the community;
- Ensure that police services will be delivered uniformly, with consistency and as expeditiously as possible.

IV. THE POSITION OF CHIEF OF POLICE

Desired Qualities

- Inspiring, hands-on leader who is experienced in law enforcement best practices.
- Supportive of the team, and respects the profession and their oath.
- Understands and respects the roles of elected and appointed local government officials; provides accurate information and supports informed decision-making without becoming political.
- Confident, well-prepared and self-assured; comfortable making presentations and responding to questions in public settings.
- Forward thinking and open minded to allow and encourage necessary changes for the department.
- Approachable and responsive to the financial, administrative, and operational needs of the City; provides ideas and serves as a sounding board.
- Team player who functions effectively as a leader and recognizes and gives credit to the efforts and accomplishment of other team members departmental and citywide.
- Interested in making a long-term commitment to the City of South Milwaukee.

Position Description

POSITION SUMMARY:

Under the direction of the Mayor, the Chief of Police is the Chief Executive Officer of the Police Department and is responsible for the administration, supervision, and management of the City of South Milwaukee Police Department. The Chief of Police is responsible for the protection of life and property through the management of all municipal law enforcement services and activities. This position supervises the conduct and efficiency of all members and employees of the department.

SHIFT/HOURS

Flex schedule. Subject to Emergency On-Call.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Chief of Police must have appropriate knowledge and skills to perform the following duties:

- Plans, organizes, coordinates and directs all activities of the police department in providing law enforcement services.
- Supervises police department staff including sworn police officers, civilian public safety officers and clerks, crossing guards and members of the police auxiliary.
- Monitors the technological, economic, sociological, political and legal environments to properly influence and implement necessary and desirable change within the organization.
- Plans, organizes, coordinates and directs police services in the enforcement of federal, state, and local laws.
- Establishes, implements and monitors department priorities, policies, general orders, rules and regulations.
- Establishes goals and objectives to determine an acceptable level of departmental performance.

- Maintains good labor relations within the department and works to ensure a good working relationship between labor and management.
- Responsible for the day-to-day administration of police department personnel and the enforcement of departmental policies and procedures.
- Interacts with and maintains communication between the police department and other municipal departments and various other criminal justice agencies.
- Responsible for departmental budget preparation and monitoring to maintain fiscal integrity.
- Addresses crime prevention and law enforcement problems of the city and develops efficient police solutions to such problems.
- Creates an environment to enhance the police department's image both internally and externally with all segments of the community, as well as the media.
- Represents the department and participates in major community events.
- Makes recommendations on all appointments, promotions, and disciplinary actions made in the department.
- Plans, coordinates, and monitors performance; counsels, coaches, mentors, trains, and advises employees in the department to meet department objectives and for employee career development.
- Communicates with police department command staff as well as the Mayor, Alderpersons, other city officials, and the community at large to keep them informed on key issues; makes recommendations to assist management in making improvements.
- Keeps abreast of modern policing methods and technology.
- Maintains prompt, predictable, and regular physical attendance.
- Perform other duties as directed or required of the position.

DESIRED MINIMUM QUALIFICATIONS

Education, Experience and Requirements:

- Bachelor's Degree in Criminal Justice, Police Science, Public or Business Management or a closely related field; Master's Degree preferred.
- Current certification as a Law Enforcement Officer by the Wisconsin Law Enforcement Standards Board or ability to obtain WI LESB certification through the Law Enforcement Reciprocity Exam for current out of state certification/licensure within one (1) year of appointment
- Fifteen years law enforcement experience with a minimum of five (5) years' experience at a command staff level is required.
- Management level program completion through Southern Police Institute (SBI), Federal Bureau of Investigation (FBI) National Academy, Northwestern University Center for Public Safety (NUCPS), Wisconsin Law Enforcement Command College, or equivalent is preferred.
- Membership in a law enforcement professional organization preferred.

- Valid Wisconsin Driver's License required.

Necessary Knowledge, Skills and Abilities:

- Familiarity with and the ability to interpret and apply organizational policies, laws, rules, and regulations.
- Ability to prepare and administer a budget and subsequent financial transactions.
- Effective communication skills, oral and written, and demonstrated knowledge of and effective use of various communication platforms, including digital, print, and other media. Demonstrated media relations skills are required. Accuracy is essential.
- Demonstration of good character as determined through a thorough background investigation.
- Ability to follow detailed directions, work independently, organize and prioritize work, and make decisions as required.
- Sound knowledge of business English and spelling and advanced mathematical concepts.
- Ability to effectively present information and respond to questions from citizens with tact and discretion.
- Superior interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
- Ability to provide truthful and accurate written and verbal communications
- Ability to maintain confidentiality on police department and other confidential matters.
- Skill in operating motor vehicles in normal and emergency response modes.

TOOLS AND EQUIPMENT USED

Standard office equipment including calculator; copy and fax machines; computer, including word processing, spreadsheet, data base applications, digital and social media applications; notebook field computer with related software; telephone; printers; Police vehicles and communication devices; speed measuring devices; handguns and other weapons as required; baton; handcuffs; First Aid equipment; use of personal protective equipment when required.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate vehicles and various pieces of equipment. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, stoop, kneel, crouch and crawl; climb, balance, bend, twist and reach; feel, talk, smell, taste and hear; use hands to handle, manipulate or operate objects, controls or tools and equipment; reach with hands and arms; climb, jump, balance, and run. The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee must be able to overcome physical resistance of uncooperative, sometimes violent, subjects of various age and size using Defense and Arrest Tactics (DAAT).

WORK ENVIRONMENT:

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate and occasionally loud.

The City of South Milwaukee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Minority applicants and Military Veterans are encouraged to apply.

V. South Milwaukee Police Department Organizational Chart

