



Koff & Associates
A Gallagher Company



Police



Woodland Park

**Chief
of
Police**



The Community

With over 8,000 residents and located 18 miles west of Colorado Springs, Woodland Park, known as the City above the Clouds, is the most populous town in Teller County. Rich in history, adventure and Rocky Mountain beauty, Woodland Park is a pristine mountain community with a small-town charm. The City is a safe, welcoming mountain community where the majestic surroundings inspire high standards. Woodland Park is a multi-generational, family friendly community with a healthy and prosperous economy, offering world-class services and sustainable infrastructure. A number of full-time musicians reside in Woodland Park and the surrounding areas, and arts festivals have become more frequent in recent years, often held at the Ute Pass Cultural Center. Woodland Park is also the site of the Rocky Mountain Dinosaur Resource Center, a museum devoted to dinosaurs and fossils.

Governance

The legislative affairs of the City are vested by the City Council, which is composed of the Mayor and 6 Council Members. The City Council has the responsibilities delegated to it by the Charter of the City of Woodland Park, by Article XX of the Constitution of the State of Colorado, and by general law. The City Manager is the administrative head of the municipal governmental functions and is responsible to the City Council for the proper administration and execution of affairs of the City's operations in order to preserve and protect the health, safety and welfare of the citizens of Woodland Park.

Several commissions and committees provide guidance and vision and include The Downtown Development Authority, the Historical Preservation Committee, the Parks & Recreation Advisory Board, the Planning Commission, Utilities Advisory Committee, and the Keep Woodland Park Beautiful Committee.

MISSION STATEMENT

To protect, promote and enhance the general well-being of our mountain community through an unwavering commitment to excellence that strengthens public trust.

To learn more about the City of Woodland Park, go to: <https://city-woodlandpark.org/>

The Core Values of the City are:

Service – Selfless service to our community and each other with a passion and purpose that empowers our team and strengthens our community.

Trust – Earned confidence and credibility from our community and stakeholders in the fairness, competence, and reliability of our words and actions.

Respect – Always convey dignity and respect to everyone in all that we do and say. Abide by our laws, ordinances, City Charter, and the U.S. Constitution.

Integrity – Consistently hold ourselves to the highest level of honesty, truthfulness, and moral and ethical conduct.

Vision – Proactively seek out and identify future problems and innovative solutions that anticipate stakeholder impacts and develop systems which enable our team and community to reach their full potential.

Excellence – A commitment to continuous personal, professional, and organizational improvement that demonstrates we are open to new ideas, change, and never satisfied with the status quo.

The Department

The Woodland Park Police Department's mission is to provide police services with integrity and a commitment to excellence, in partnership with our community. The Department consists of Communications, Emergency Management, Investigations, Patrol, and Victim Advocacy. Currently, there are approximately 31 full-time employees including 23 sworn and 8 in Dispatch.

The Position

Under the general direction of the City Manager, the Chief of Police plans, coordinates, organizes, and directs the department's activities in law enforcement and crime prevention; and provides highly responsible and technical staff assistance to the City Manager and City Council. This position requires diverse experience in law enforcement practices and principles.

- Ensure the department provides courteous and expedient customer service to the general public and City department staff.
- Assume full management responsibility for all department services and activities including organizing, planning, coordinating, and directing personnel engaged in the apprehension, arrest and detention of law violators, maintenance of police records, and the regulation of traffic; direct the development of law enforcement codes and ordinances.



- Plan, direct, and coordinate the work of the Police Department to meet short and long-term public safety objectives in concert with the City's Strategic Plan priorities.
- Maintain departmental awareness of state-of-the-art developments and trends in management, technology, communications in the field of Law Enforcement.
- Review the evaluations of employee performance and provide effective training and mentorship to staff.
- Responsible for the preparation and administration of the Police Department's budget, maintaining appropriate budgetary controls.
- Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.
- Forge effective professional relationships with other public safety officials; build and maintain positive working relationships with other departments, co-workers, community groups and the public.
- Cultivate positive community relations by interacting with civic and community groups.

The Ideal Candidate

The ideal candidate will be a collaborative leader who views the department as part of the City's team, will be responsive and sensitive to the community, is transparent and able to lead a professional law enforcement agency engaged in proactive community policing. The successful candidate will have excellent communication and interpersonal skills necessary to build positive working relationships and professional partnerships, and be a collaborative, inclusive, and ethical leader. The City's Chief of Police should work with an open door, relate well to the rank and file, and lead with fairness; and embrace workforce gender diversity in recruiting and hiring. The Chief will provide consistent communication and outreach to the community and promote a successful relationship with schools, County Sheriff, city council, and businesses. The ideal candidate should be apolitical, yet politically savvy; approachable and accessible; and be an active listener. He/She will have a track record as an effective change agent; motivational, proactive, innovative, and compassionate, as well as flexible and patient. The Chief's passion for police work in service to the community will be a hallmark of his/her daily endeavors.

Key Attributes & Characteristics

- A leader who will be visible and can build a community-focused environment while ensuring inclusiveness, transparency, and trust within the department and the city.
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- Politically astute. Understand and be conscientious of community perception and needs. Be an example to others by being accountable, setting a positive example, and setting a high standard of professional and personal integrity.
- Excellent communication and interpersonal skills; possesses humility, is honest, and cares about their community and the people he/she leads.
- A compassionate manager that provides staff support, takes an interest in employee growth and development, mentoring, as well as their physical and mental health.
- The ability to collaborate and build consensus and partnerships with outside agencies.
- A visionary leader who understands small town nuances and strives to achieve the City's long-term vision for its Police Department.



Compensation And Benefits

The salary range for the Police Chief is \$99,145 - \$111,859.

The City offers an attractive benefits package which includes:

- **Compensation** – Paid Bi-Weekly. Direct Deposit (Up to 4 banks per employee)
- **Holidays** (12 per year) – New Year's Day, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve
- **Vacation** (Based on Months of Service)
 - Month 1 - 24 – 10 days annually (accumulate 3.08hrs/pay period)
 - Month 25 - 60 – 12 days annually (accumulate 3.69hrs/pay period)
 - Month 61 - 108 – 15 days annually (accumulate 4.62hrs/pay period)
 - Month 109 - 180 – 18 days annually (accumulate 5.54hrs/pay period)
 - Month 181 and above – 20 days annually (accumulate 6.15hrs/pay period)
- **Sick Leave** – Accumulate 3.69hrs/pay period for Employees working 80 hours per pay period
- **Insurances** (Reviewed annually)
 - Medical: United (2 plans), Kaiser (1 plan)
 - Dental: Delta Dental
 - Vision: Vision Service Plan (VSP)
- **Life/AD&D** – Basic \$20,000 paid by City of Woodland Park (age stipulations)
- **Dependent Life:** Mutual of Omaha – Basic \$5,000 (spouse)/\$2,000 (eligible child) paid by City of Woodland Park
- **STD/LTD:** Mutual of Omaha. Paid by the City of Woodland Park
- **Voluntary Life/AD&D:** Mutual of Omaha, Employee paid through payroll deductions
- **Retirement Plan** (Pre-Tax) – Provided through Fidelity Advisor Funds. City Employees Mandatory (including PD Dispatchers)
 - Employee contribution 5% of base pay through payroll deduction which is 100% vested 1st day of employment
 - City of Woodland Park match contribution 5% of base pay with a graduated vesting schedule reaching 100% vesting after 5 years of employment

➤ Police Officers Mandatory

- Employee contribution 8% of base pay through payroll deduction which is 100% vested 1st day of employment
- City of Woodland Park match contribution 8% of base pay with a graduated vesting schedule reaching 100% vesting after 5 years of employment

➤ Optional Non-Qualifying Deferred Compensation Plan (457)

Additional details can be found at:

<https://city-woodlandpark.org/DocumentCenter/View/2034/2021-Benefits-Guide-PDF?bidid=>

Application Process And Recruitment Schedule

The final filing date is Friday, December 10, 2021.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/chief-of-police-2/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

