



CHERRY HILLS VILLAGE, CO

Chief of Police



CHERRY HILLS VILLAGE, COLORADO

A well-maintained residential oasis surrounded by a thriving metropolis, the City of Cherry Hills Village, Colorado is an affluent community of approximately 6,000 residents within 6.5 square miles of Arapahoe County just south of Denver.

CITY GOVERNMENT

Incorporated as a City in June of 1945 and a Home Rule City in 1966, the City of Cherry Hills Village is governed by a Mayor and six City Councilmembers. The Mayor is elected at-large every two years and Councilmembers are elected at-large every four years. The Mayor and City Council appoints a City Manager to oversee the day-to-day operations of the city. The City Manager appoints the Police Chief. The city provides high-quality services through the following departments: Administration, Community Development, Police and Public Works.

To learn more about Cherry Hills Village Colorado, go to: <https://www.cherryhillsvillage.com/>

CHERRY HILLS VILLAGE POLICE DEPARTMENT

Mission Statement

The mission of the Cherry Hills Village Police Department is to promote strong community partnerships while providing courteous, professional, and ethical police services.

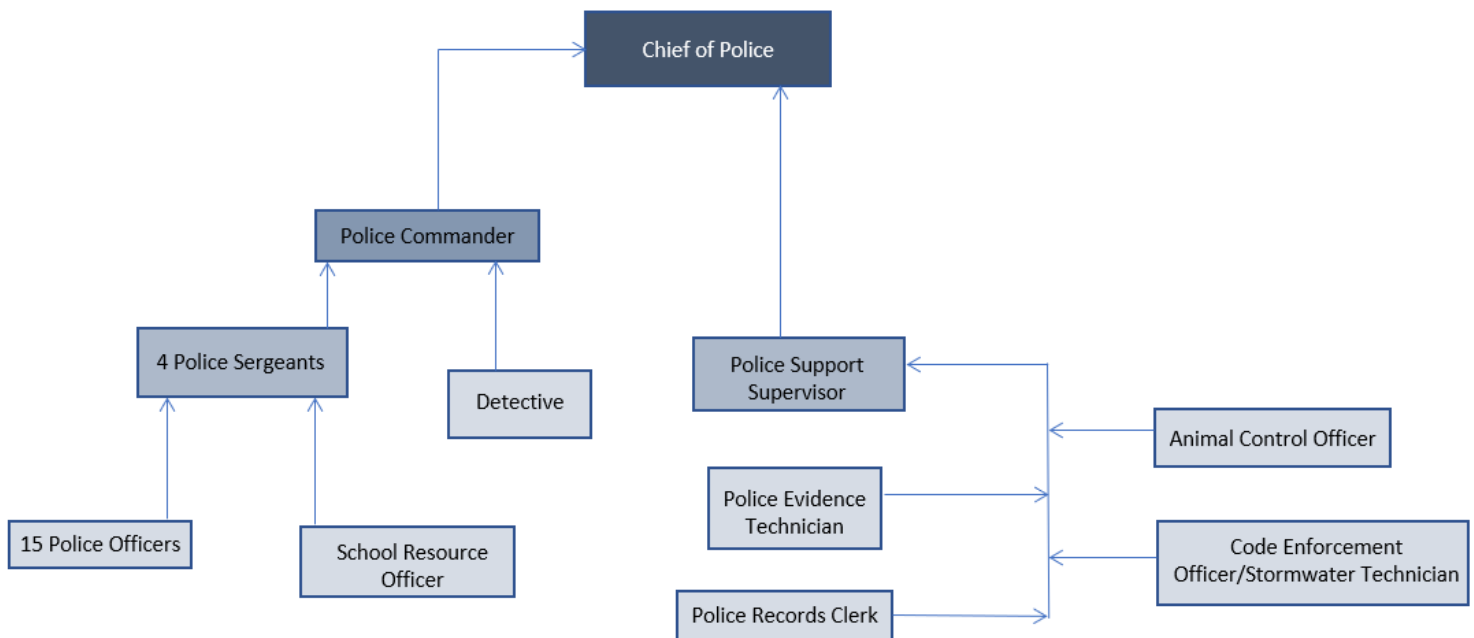
Cherry Hills Village provides "round the clock" uniformed police services to the Village in 10 hour shifts. The Department consists of 23 sworn employees and five civilian employees within the Patrol and Support Services Divisions:

Patrol Division

The Patrol Division is comprised of four Sergeants, 15 Police Officers, the School Resource Officer, and Detective. The personnel are arranged into six work teams. Each team consists of four or five Sergeants/Officers. The Sergeants report directly to the Commander.

Support Services Division

The Support Services Division is comprised of the Support Services Supervisor, Police Technician, Code Enforcement Stormwater Technician, Animal Control Officer and Police Records Clerk. The Support Services Division performs a variety of functions: code related services, crime scene processing, property and evidence retention, records retention, media relations, and front desk operations.



POLICE CHIEF

Appointed by and working under the general direction of the City Manager, the Chief of Police is responsible for overall management of the Police Department. The Chief of Police provides direction to assure compliance with federal, state, and local regulations. The Chief of Police also provides leadership and direction to meet City goals and to coordinate with other departments, agencies, boards, commissions, and the public. The Chief of Police is a member of the city management team with responsibilities for establishing and overseeing programs and policies that affect multiple departments and the city as a whole.

Essential Job Functions

- **Supervision** – Serve as a direct supervisor to administrative police staff, including providing timely and accurate feedback regarding performance, coaching, and discipline, as well as the leader of the Police Department.
- **Administrative Tasks** – Perform a variety of tasks including emailing, creating statistical reports, online research, internal and external correspondence, and departmental policy creation and management.
- **Communication** – Communicate information effectively while transmitting on the radio, over the phone, in writing, or in person.
- **Dealing with Highly Stressful and Potentially Dangerous Situations** – Exercise sound judgment in dealing with critical situations. Maintaining calm in highly stressful or dangerous situations. Providing appropriate leadership to the department and the public.
- **Driving** – Safely operating a law enforcement or other City vehicle in routine and emergency situations.
- **Policing** – Assisting with patrol duties in emergency situations or while on ride-along with patrol personnel.



IDEAL CANDIDATE

The next Chief will value the high level of service the city departments provide to the residents of Cherry Hills Village. The next Chief will be visible within the ranks of the department, out in the community, responsive and sensitive to the community's needs. The ideal Chief leads by example, is transparent and an engaging team-builder who can lead a professional law enforcement agency engaged in proactive community-policing. The successful Chief 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 be accessible to all, relate well to the rank and file, lead with fairness, and embrace workforce diversity in recruiting and

hiring. The successful Chief will provide consistent, honest, and proactive communication up and down the chain-of-command. The successful Chief will be a champion of outreach into the community and able to cultivate successful relationships with community groups and civic leaders as well as neighborhood groups and associations. The ideal candidate should be apolitical, yet politically savvy. The next Chief will work closely with the City Manager, city management team, Mayor and City Council.

Key Attributes and Characteristics

- A steadfast leader who can serve with empathy and compassion.
- A leader who will set the example, has a presence and is visible.
- 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, including both physical and mental health, takes an interest in employee growth, and development and mentoring.
- The ability to collaborate and build consensus and partnerships with outside agencies.
- A law enforcement leader who understands the dynamics and culture of cities like Cherry Hills Village and strives to achieve the city's long-term vision for its Police Department.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in police or public administration, criminal justice or related field from an accredited college or university. Master's degree in business administration, police or public administration, or criminal justice preferred. Completion of Leadership in Police Organization or Leadership in Public Safety Organization training (LPO/LPSO) is desired. Professional registrations such as International Association of Chiefs of Police, and/or graduation from the FBI National Academy, the Senior Management Institute for Police (SMIP) and/or the Northwestern School of Staff and Command are preferred.

Experience

Ten years of increasingly responsible professional command level management experience with a public law enforcement agency performing administrative and supervisory oversight or any experience that would have provided the opportunity to develop the required skills, knowledge, and abilities for Chief of Police.

License and/or Certificate

Must be state certified or eligible to become state certified by the Colorado P.O.S.T. Board upon appointment. Must possess or be able to obtain a Colorado driver's license and maintain a satisfactory driving record.



COMPENSATION AND BENEFITS

The salary range for this position: \$119,839 - \$175,013 with excellent benefits.

Paid Time Off: Not less than 23 days per year (tiered by time in service).

City Holidays: 10 Holidays per year.

Health Insurance: City provided medical, dental, vision, life and disability insurance.

Retirement: Defined Contribution Police Retirement Plan (Section 401 A).

Deferred Comp: City sponsored 457 Plan.

APPLICATION PROCESS

First Review of Candidates Friday February 18, 2022

To be considered, please submit a resume, cover letter, and five work-related references to: <https://koffassociates.com/police-chief-3/>

For additional information, please contact:



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A Gallagher Company

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www.koffassociates.com

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 Cherry Hills Village. Cherry Hills Village will then select candidates to participate in interviews late February 2022. Extensive reference and background checks will be completed on the selected final candidate.