

## **Police Chief** **Candidate Qualification Criteria**

The city of West Point, Mississippi (population 11,300) is seeking candidate for position of Police Chief for their city located within Mississippi's Golden Triangle consisting of West Point, Starkville and Columbus. The City also is the county seat of Clay County which has a total population of about 22,000. The department's annual budget for the current year is \$ 2.02M. The department currently has 25 F/T sworn officers. The Chief is appointed by the Board of Mayor and Selectmen and reports to the Chief Administrative Officer (CAO) of the city.

The City seeks experienced law enforcement professional with skills in planning, supervision, and staff development who is committed to community service, with outstanding leadership and administrative skills.

The candidate must possess the ability to develop a good working relationship with other area law enforcement agencies, and have a minimum of 10 years progressively responsible law enforcement experience, including 5 years of supervisory and/or management experience.

Bachelor's degree in Criminal Justice, Police Administration, Masters Degree Preferred or equivalent combination of experience and advanced police leadership training programs such as FBI National Academy, Southern Police Institute, or FBI Command College.

Salary range approximately \$60,000 depending on education and experience. The City provides an excellent benefit package. Anticipated closing date is August 11, 2017. Interviews are planned for September 5<sup>th</sup> – 8<sup>th</sup>, 2017. The City of West Point is an equal opportunity employer. Successful candidates must establish residency in Clay County within 60 days of appointment.

Interested and qualified candidates should apply / inquire at once, with resume, salary history and five references, in confidence to the City's Chief Administrative Officer:

Mr. Randolph W. Jones  
P.O. Box 1117  
West Point, MS 39773

Office: (662) 494-2573  
FAX: (662) 495-2007  
E-mail: [rjones@wpnet.org](mailto:rjones@wpnet.org)

## Police Chief Candidate Qualification Criteria

The current and predictable issues, needs and challenges confronting the City of West Point call for particular experience, skills, style, values and professional commitment on the part of West Point's next Chief of Police. The following factors of education, experience, management style and professional traits have been identified by the City of West Point as *ideal* attributes for the Chief of Police to possess in order to function effectively in the position. Salary for the position will be \$55,000 – \$60,000 depending upon qualifications and experience.

### Education and Experience

- A bachelor's degree in criminal justice or related field is required. An advanced degree is preferred.
- Experience in the implementation of community-oriented policing with a solid grasp of successful strategies to make it work in the field.
- Demonstrated history of progressive professional activity as reflected in both academic and practical training, such as graduation from the FBI National Academy or Southern Police Institute, participation in professional associations, or other means, utilizing advanced general management programs and those providing exposure to the latest technologies, innovations and new law enforcement concepts.
- Demonstrated successful record of career progression, especially in increasingly responsible supervisory and command roles. The ideal candidate will have a well-rounded background which includes administration, patrol, investigation and other specialized areas. (10 years)
- Knowledge of and experience with aspects of retail and commercial, crime and law enforcement needs of the business community.
- Significant management experience in a Police Department similar to West Point calls for service, level and type of activity desirable. (5 years)
- Experience in making effective oral presentations to a range of community and business groups.
- Experience in developing positive, cooperative and supportive relationships with other law enforcement departments and agencies at the local, state and federal levels.

# Police Chief

## Candidate Qualification Criteria

### Management Style/Personal Traits

- Possess complete integrity and have a high sense of personal and professional ethics.
- Be an effective communicator who can facilitate open and effective sharing of information within the Department, with the Mayor and elected officials, and with other City departments.
- Ability to understand and communicate the role of the Police Department within the total scope of municipal services, and to participate positively and effectively as a member of the management team in discussions and problem-solving processes which relate to the overall needs, concerns and services of the city.
- Be “creative and innovative” in dealing with issues and opportunities involving the Police Department.
- Recognize that the Police Department is a central part of the City government and be committed to developing this relationship.
- Be responsible to inquiries and complaints from City Selectmen members, Administration and the general public.
- Promote a strong sense of community service and customer service orientation on the part of all department employees in the contact with the public.
- Be a motivator who can develop strong staff and employee morale while attaining a high level of productivity and accomplishment from the work force.
- Build upon the excellent relationship and reputation between the West Point Police Department and other governmental agencies, such as the School District.
- Have the ability through public speaking and self-initiated personal contacts throughout the community to enhance public understanding of police services, activities, and programs.
- Be fair in dealing with all employees in terms of assignments, enforcement of rules and regulations, personal counsel and development and related activities.
- Be capable of preparing the Police Department budget and understanding the principles of municipal budgeting, including the delivery of police services in an effective, cost-conscious manner.
- Have an open-door policy, being readily accessible to the other City officials, staff, citizens and police personnel, observing “chain of command” principles as appropriate.
- Have a commitment to staff development and training and be committed to career and professional development of all departmental personnel.
- Project strong professional and command presence in appearance, actions and personal behavior.

Be willing to commit to serve a reasonable period of time as Police Chief.