



## CHIEF OF POLICE, CITY OF DELPHI, INDIANA

PAY STATUS: EXEMPT • EXCELLENT BENEFITS

The City of Delphi seeks a Chief of Police following the retirement of Chief Brook McCain who has dedicated more than 32 years to faithfully serving in various law enforcement capacities.

Delphi—the county seat of Carroll County—has a population of 3,000 and is expected to outpace the region in percentage growth over the next decade. The Police Department will add two officers in 2023 bringing the roster to a total of nine.

The successful candidate for Chief of Police will have a philosophy of community policing and engagement; will have demonstrated strong leadership and communication skills; will have a proven track record in law enforcement; will have demonstrated effective working relationships with City officials, department heads, and associates; will have demonstrated fairness in assigning duties, measuring performance, and meting out disciplinary action when needed; and will uphold the highest standards of professionalism and integrity.

Interested parties should submit a cover letter, résumé, and references to [mayor@cityofdelphi.org](mailto:mayor@cityofdelphi.org) by 4:30 p.m., Friday, June 9, 2023.

### **JOB REQUIREMENTS:**

#### ***Education:***

Associate's or bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field, or equivalent experience in law enforcement including completion of the basic law enforcement training academy and a minimum of 3 years of upper management/supervisory responsibility.

#### ***Licensing, Registration, or Certification:***

- Background check must be satisfactory; pre-employment screenings must be passed.
- Must possess, or be able to obtain by time of hire, and maintain a valid IN driver's license without record of suspension or revocation in any state.
- Ability to meet the Police Department physical standards.
- Basic law enforcement training certification or equivalent.

#### ***Skills, Knowledge and Abilities:***

- Thorough knowledge of law enforcement principles, procedures, techniques, and equipment.
- Considerable knowledge of applicable laws, ordinances and department rules and regulations.
- Working knowledge of computers and computer software programs used to direct the collection of data for mandated local, state, and federal reports.
- Ability to communicate ideas effectively both orally and in writing, with people on all levels.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to exercise sound judgment in evaluating situations and in making decisions.

## **CHIEF OF POLICE—CITY OF DELPHI, IN (CONT'D)**

- Ability to establish and maintain effective working relationships with City officials, department heads, associates, and the public. Must be able to deal with the public in a calm, reasonable and rational manner.
- Ability to work in highly stressful situations and respond in a professional, calm, and reasonable manner to deescalate situations.
- Ability to operate vehicles, police radio, radar gun, handgun, taser, and other weapons as required. Full understanding of personal protection devices including handcuffs, breathalyzer, pager, body camera, and other equipment.

### ***Screening:***

- Must meet or exceed ILEA Basic Entry Standards.
- Must pass the written P.O.S.T.  
(Note: third-party evaluation will be utilized)

### ***Other:***

- Ability to read, speak and write English. Ability to effectively communicate and project a positive attitude. Must be able to communicate effectively verbally and in writing.
- Exercises supervision over all police department staff directly or through subordinate supervisors.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **TASKS and DUTIES OF JOB:**

General Definition: The Police Chief works as the appointee of and under the direction of the Mayor. Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the Police Department.

- Maintains the required confidentiality of all work. A considerable portion of police work and this position are confidential.
- Plans, coordinates, supervises, and evaluates Police Department operations.
- Develops policies and procedures for the Police Department to implement directives from the Mayor or City Council.
- Plans and implements a law enforcement program for the City to carry out the policies and goals of City Management and Council.
- Reviews Department performance and effectiveness, formulates programs or policies to streamline processes or alleviate deficiencies.
- Coordinates information gathered and work accomplished by various officers; assigns officers to special investigations as the need arises for specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities or for associations with other cases.
- Supervises and coordinates the preparation of an annual budget for the Department; directs the implementation of the department's budget and controls expenditures; plans for and reviews specifications for new or replaced equipment.
- Engages with businesses and the public to understand community concerns and promote accessibility.

## **CHIEF OF POLICE—CITY OF DELPHI, IN (CONT'D)**

- Directs the development and maintenance of computer systems, records and legal documents that provide for the proper control and documentation of police department operations.
- Trains and develops Department personnel in accordance with state and federal standards.
- Maintains Departmental discipline and the conduct and general behavior of assigned personnel. Handles grievances.
- Conducts periodic review sessions on performance and evaluates all departmental personnel at least once annually or as otherwise directed.
- Prepares and certifies payroll; issues sick, vacation, personal, and compensatory leave approval for assigned employees.
- Prepares and submits monthly reports to the Mayor regarding the Department's activities and prepares a variety of other reports as required.
- Prioritizes cases and determines investigation procedures and officer assignments.
- Meets with elected or appointed officials, other law enforcement officials, news media, community and business representatives, and the public on all aspects of the Department's activities.
- Prepares media releases, social media postings, on daily operations and special cases.
- Attends conferences ,meetings and development opportunities to keep abreast of current trends in the field.
- Represents the City Police Department in a variety of local, county, state, and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
- Directs investigation at major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends capital improvements.
- Any and all other duties assigned by the Mayor and/or City Council.

### **4. MEASURES OF PERFORMANCE:**

- Exercises strong leadership skills.
- Has a thorough understanding of job duties.
- Shows an interest in job and City.
- Represents the City in a professional and ethical manner.
- Communicates effectively with co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
- Accepts and adapts to change, Learns new things quickly.
- Cares about quality,-rarely makes errors, requires little direct supervision, able to work independently.
- Has ability to multitask in changing situations, without exhibiting undue stress or frustration.
- Practices quality employee/customer service/phone manner/public engagement.
- Accurate in duties as assigned.
- Prepares required reports accurately and timely.
- Seeks opportunities to grow and develop in position and to maintain police skills.