



Commerce City Police Department Colorado Deputy Chief Position Announcement May 2024

The Commerce City Police Department is searching for a Deputy Chief of Police who shares our passion for making Commerce City a Quality Community for a Lifetime. We recognize that our best resource is our employees, that's why we are looking for an exceptional leader who has a history of building quality relationships with employees, is a self-starter who will identify problems and find solutions and has a track record of getting things done through a hands on approach. While delegation is appropriate at times, the successful candidate will be one who has been and wants to continue being a "doer." Additionally, because everything in life is about relationships, this person must be exceptional at developing professional relationships, is known for successfully navigating and resolving conflict, holding people accountable, and has an innate ability to inspire, motivate and instill ownership in those they lead. Finally, they must be a progressive leader who is open to innovation and change, leads with influence instead of rank and power, and embraces their own growth opportunities.

In addition, we are looking for an individual who has strong skill set in the following areas:

- Operations
- Written and oral communication
- Internal affairs
- Special operations (i.e., SWAT, crowd control, mobile field force, etc.)
- Data driven strategies
- Problem solving/decision making
- Interpersonal skills and emotional intelligence
- Project development and management
- Budgeting
- Forward thinking & reform minded approach
- Policy development & revision
- Crime reduction strategies
- Working with those experiencing homelessness
- Union contract negotiations

This position requires a high level of discretion, responsibility, the ability to organize projects, set goals and use effective strategies to achieve goals. This role will also entail running the day-to-day operations of the agency, directing and managing sworn and non-sworn personnel, and developing supervisors and managers into a strong team. Additionally, this person will coordinate assigned activities with other city departments and outside agencies, oversee all



program policies and services at the Police Department while focusing on crime reduction, prevention, and community-responsive solutions. Work is performed under the general direction of the Police Chief and requires the exercise of significant initiative, judgment, and decision making. This position reports to the Chief of Police.

Specific Job Duties

Works closely with the Police Chief in setting and carrying out the vision, mission, and objectives for the Police Department. Coordinates and directs operations of all divisions, units, and teams. Participates in and leads department strategic planning activities. Establishes goals, objectives, and priorities. Manages department budget and provides budget recommendations to the police chief. Monitors and approves major purchases. Prepares management and administrative reports. Maintains the integrity, professionalism, and values of the department. Consults and maintains effective working relationships with city manager, other city personnel, elected and appointed officials, representatives of various State, Federal, and municipal agencies, media representatives, and the general public. Interprets and advises on policies, rules, and regulations. Creates, reviews, and revises memoranda of understanding, service agreements, police contracts, and labor agreements. Serves as a management representative on contract labor negotiations. Provides leadership to attract, develop and retain diverse, highly competent, service-oriented staff that supports the city's and the department's mission, objectives, and service expectations. Responds to major incidents and oversees incident commander, ensuring protocols are met. Serves as police chief in his/her absence.

Plans, develops, and recommends programs and operational enhancements. Analyzes and recommends approaches to address current and anticipated law enforcement challenges. Identifies trends and developments in law enforcement and recommends major organizational changes, including staffing and operating procedures. Determines program scope and priorities of special projects. Demonstrates continuous effort to improve operations and provide quality seamless customer service. Develops and implements staffing plans. Studies various reports to determine trends and implement organizational and operating procedures to obtain the most effective results. Develops methods to measure client satisfaction. Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures, providing direction for system improvements. Ensures employees are meeting divisional and department goals.

Prepares initial responses for legal actions and prepares ordinances for consideration by the City Council. Forms partnerships with community members and organizations to promote community policing and city goals. Serves as a department representative on boards, commissions, and committees. Makes presentations to government agencies, the media, community groups, and a variety of civic organizations. Develops and maintains lines of communication and cooperation with peer agencies. Coordinates joint operations and mitigates conflicts with outside entities.



Coordinates department response to crime trends and allocates resources to problems. Oversees planning of special events and large-scale protests and demonstrations. Focuses on enforcement strategies and community problem-solving efforts. Creates department budget, evaluates contracts, authorizes major equipment purchases, and oversees Capital Improvement Projects and strategic projects. Determines appropriate department personnel actions in coordination with City Human Resources staff. Approves light-duty assignments and evaluates workers' compensation impacts. Determines department technology direction and vendor or equipment changes. Oversees intelligence policing program. Oversees disciplinary actions, training issues and provides development opportunities for supervisees. Oversees training and policy development. Works closely with division commanders to assure resources are used effectively. Develops and promotes core values and philosophies. Coordinates long-term strategic planning.

Supervisory Responsibilities:

Employees in this position are authorized to recommend and/or effect the full range of duties (with appropriate managerial review), including hiring, performance evaluations, transferring, promoting, assigning of significant duties, rewarding employees, exercise independent judgment to direct others work and have the authority to take corrective action; and, utilize people skills to communicate, motivate and direct or oversee a person, group, department, or organization.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Minimum qualifications

Education/Training:

- Bachelor's degree in Business Management, Public Administration, Criminal Justice, or another related field
- 15 years of progressive responsible law enforcement experience with a demonstrated and successful track record of at least eight years of formal supervisory experience
- Demonstrated experience and knowledge of police administration and command level experience
- Demonstrated track record of authentic, professional, and respectful leadership practices
- Must possess a valid Colorado driver's license, have a good driving record and able to drive a City vehicle.



- Must be Colorado P.O.S.T. certified or have a valid Peace Officer certificate in another state and be able to acquire Colorado P.O.S.T. certification six months from hire date.
- An equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities, may be considered.

Ability to effectively plan, manage and coordinate a law enforcement agency

- Analyze complex organizational and operational challenges, project consequences of proposed
- Possess advanced knowledge of modern procedures, practices, and methods of police administration
- Implement the principles and practices of public administration, including strategic planning, budgeting, staffing, and leadership
- Possess a working knowledge of the research and analysis techniques applicable to a municipal law enforcement agency
- Effective community relations and de-escalation techniques
- Understands pertinent federal, state and city laws, statutes, and ordinances; principles and practices of supervision and management.
- Develop and implement innovative programs, policies, and workplace practices
- Effectively direct and manage the work activities of a complex staff
- Deal effectively with employee performance problems
- Understand and analyze legal rulings and their application
- Analyze emergency situations and act quickly, calmly, and effectively
- Analyze and evaluate complex situations and recommend alternatives
- Interpret, apply and make decisions in accordance with federal, state, and local policies, laws, and regulations
- Use word processing and spreadsheet applications
- Communicate effectively verbally and in writing to include effective public speaking
- Understand the incident command system and be able to function as an incident commander on major incidents
- Exercise tact and diplomacy in dealing with sensitive, complex, and often confidential issues and situations
- Ability to recognize and be sensitive to the political environment and related issues.
- Ability to work effectively with a diverse population, including executive managers, elected officials, labor organizations, members of boards and commissions, police department and city staff, neighborhood and community groups, and the general public to build consensus and foster cooperation.
- Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
- Maintain moral integrity



- Display an attitude of cooperation and work harmoniously with all level of city employees, the general public, and other organizations
- Communicate effectively in the English language at a level necessary for efficient job performance,
- Complete assignments in a timely fashion,
- Understand and comply with all rules, policies, and regulations
- Maintain prompt and regular attendance.
- Perform all essential and marginal functions as assigned by the chief with or without reasonable accommodation.

Preferred Qualifications

Master's Degree and completion of at least one advanced police leadership training. (e.g., FBI National Academy, Northwestern Police Staff and Command, or PERF Senior Management Institute for Police).

Special Requirements

Applicants must be able to pass:

The Commerce City background check process which includes a criminal history check and reference checks in accordance with the City of Commerce City's Hiring Process Regulation.

- Credit History Check
- Driving Record Check
- Voice stress analysis
- Criminal Justice Information System background check (CJIS)

Drug-Free Workplace:

In accordance with the City of Commerce City Drug-Free Workplace Regulation, this position is designated as safety-sensitive and is subject to testing requirements, including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post - Accident, etc.

Applicants will be required to submit to screening for illegal drug use prior to hiring. Appointment to this position is contingent upon a negative pre-employment drug test.

This position is required to supervise employees during the performance of critical incident functions, which require employees to qualify to carry firearms, perform emergency medical, lifesaving, and/or fire suppression activities. The physical effort characteristics and working environment described here represent those employee encounters while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Physical Efforts

While performing the duties of this job, the employee is occasionally lifting/carrying up to 10 pounds. Also, the employee is occasionally pushing/pulling up to 10 pounds. Work includes sensory ability to talk and hear. Work in this position also includes close vision, distance vision, peripheral vision, and depth perception. Employees will sit, stand, and walk. Position requires hand/finger dexterity.

Working Environment

The work environment will include inside conditions. Employees will also drive a vehicle as part of this position. This position works irregular hours with 24/7 availability.

Salary

The salary range for a Deputy Chief (designated is an At-Will position) is \$129,630 to \$220,370.

If you are interested in applying for this position, please submit a resume and cover letter to Dr. Kimberly Miller at Dr.Miller@KimberlyMillerConsulting.com. Additionally, please contact Dr. Miller with any questions you have about the process by email or cell 970-492-5037.

Applications will close on July 1, 2024 at 5pm Mountain Time.