

Peckham & McKenney
"All about fit"



Assistant Police Chief

CITY OF BOX ELDER, SOUTH DAKOTA

THE COMMUNITY

Welcome to the City of Box Elder, the "Gateway to the Black Hills," home to Ellsworth Air Force Base and the best-kept secret in South Dakota. City of Box Elder personnel are dedicated to serving and enhancing our community through collaborative efforts, innovative solutions, and a shared commitment to progress and quality of life. Seated along Interstate 90 in southwestern South Dakota, the City of Box Elder is rapidly growing, boasting a 21.9% population increase from 2022-2024, with approximately 14,512 residents and an additional 7,000 Ellsworth Air Force Base personnel and their families. Nestled close to the famous Black Hills, the Box Elder is a recreational enthusiast's dream. Hiking, mountain biking, kayaking, and mountain climbing are all within a short drive. Venture down the region's skiing and snowboarding slopes or enjoy the area's hot springs, the natural wonders abound. With entertainment, recreation, and countless other attractions nearby, Box Elder is at the heart of a high quality of life, making the city an ideal place to live, stay and play.

Located just east of Rapid City, Box Elder is proud to be developing its



own unique identity with brand new developments and new businesses coming to town to support the region's trade area due to its convenient location. As the region's population continues to grow, the city is focused on building new infrastructure to support the community, including hotels, restaurants, medical centers, and retail stores. With 400 new housing units being built in the downtown area, a brand-new high school, and a new downtown plaza that broke ground last year, Box Elder is a city with endless growth and opportunities.

With an award-winning school system and multiple colleges and universities nearby, Box Elder has a talented workforce consisting of young professionals from the South Dakota School of Mines and Technology, Black Hills State University, and Western Dakota Technical College. With

endless room for expansion and growth and a community that cares about the region's sustainable future, Box Elder is the gateway to opportunity where the possibilities are endless. For additional information visit the [City's website](#).

THE DEPARTMENT

The Box Elder Police Department is currently comprised of thirty sworn and civilian staff. Those staff make up three divisions, Patrol, Criminal Investigations, and Administration. The staff are guided by mission and vision, statutory direction, local ordinance, and policy. The Department's fiscal year 2025 budget is \$4.27 million.

The patrol division, led by three sergeants, serves the community around the clock, and works collaboratively with the surrounding agencies to answer over twelve thousand calls for service each year.

The criminal investigations division, led by one sergeant, is responsible for the investigation of all serious crimes and potential criminal activity. Our school resource officer is also a member of the criminal investigations team and works in a multi-agency team within the Douglas School District.

The administration division is comprised of the Chief of Police, Assistant Chief of Police, a soon to be added Administrative Lieutenant, and non-sworn administrative support staff. That staff works to ensure the timely release of public information, quality customer interaction, and that the training, equipment, and leadership needs of the other divisions are met or exceeded!

The County of Pennington provides dispatch services through a consolidated Emergency Services Communication Center located in Rapid City. Jail services are provided by the Pennington and Meade County Sheriff's Offices.

The Department recently underwent an organizational best practices audit conducted by the Justice Group. Implementation of the recommended



best practices will include a departmental restructuring that increases staffing levels.

THE POSITION

Under direct supervision of the Chief of the Police, the Assistant Police Chief is responsible for assisting in directing the provision of police services for the City of Box Elder, SD, including, but not limited to:



- Working with the Police Chief to plan and direct the activities of the Police Department and its divisions in order to provide quality law enforcement services;
- Selecting, training, scheduling, assigning, supervising, evaluating, and disciplining personnel;
- Developing and presenting budget requests; monitoring approved funds; coordinating budget activities with Chief of Police and other city staff; managing budget requests and monitoring the efficient and effective use of resources;
- Planning, directing, and assessing department response to special events and major incidents;
- Representing the department before the news media and the public; preparing press releases and participating in interviews; attends community events;
- Representing the Chief of Police in his or her absence; attending meetings on the Chief's behalf;

- Reviewing standard operating procedures for effectiveness; proposing modifications or new policies; ensuring supervisors are aware of policy changes; and
- Supervising department personnel.

THE IDEAL CANDIDATE

The City of Box Elder is seeking an experienced police manager who is a self-starter, independent thinker, and strong relationship builder. The Assistant Chief will have strong administrative skills that include drafting, amending, and updating departmental policies; creating and managing patrol schedules; and will be technologically savvy.

The Assistant Chief will thrive in a family-oriented organization that is focused on community outreach and engagement. They will be a servant leader who cultivates positive relationships and motivates others by inspiration and innovation. The ideal candidate will be rooted in ethical decision-making and will have the highest degree of integrity.

The Assistant Chief will have a proven track record of effectively managing and championing organizational change. They understand the unique needs of staff in a smaller organization and support the Chief to create systems that will allow the team to be successful and fulfilled in their respective roles. They will keep their finger on the pulse of legislative changes to policing that change law enforcement practices to mirror the modern social tone.

Experience with police accreditation and PowerDMS (or Lexipol) are highly desirable.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EXPERIENCE: Sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require seven (7) to ten (10) years of progressively responsible law enforcement experience with at least three (3) years of command experience at a supervisory level at the rank of Lieutenant.

TRAINING: Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field, while a Masters degree is preferred.

License or Certificate:

- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Possession of South Dakota Law Enforcement Certification within one year of date of hire.

The selected candidate will be required to complete a full background investigation including a psychological examination.



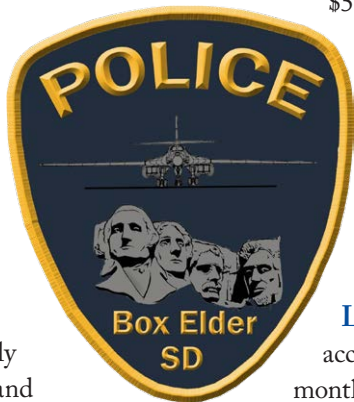
COMPENSATION AND BENEFITS

The annual compensation for this opportunity is \$118,411.32 - \$133,971.53 depending on qualifications and experience.

The City also offers an attractive benefits package which includes the following:

MEDICAL PLANS: The City will pay 100% of employee-only premium costs for medical insurance. The City offers three medical plan options through Allstate Benefits including an HSA-eligible high-deductible plan. All plans allow members to see any provider of their choice; there is no network. The employee is responsible for the premiums of qualified dependents.

DENTAL AND VISION PLANS: The City will pay 100% of employee-only premium costs for dental and vision insurance. The City offers Delta Dental for dental insurance and Principal VSP for vision insurance. The employee is responsible for the premiums of qualified dependents.



SEARCH SCHEDULE

Filing Deadline:.....January 30, 2025
Preliminary Interviews (telephonic):February 3 & 4, 2025
Recommendation to City:.....February 14, 2025
Panel Interviews (In-Person):February 26, 2025
Finalist Interviews (In-Person):.....February 27, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

BASIC LIFE INSURANCE AND AD&D INSURANCE:

The City provides \$50,000.00 in Life and AD&D insurance at no cost to employees who work more than 20 hours per week.

HOLIDAYS: The City recognizes 10.5 holidays in the calendar year.

TIME OFF AND VACATION

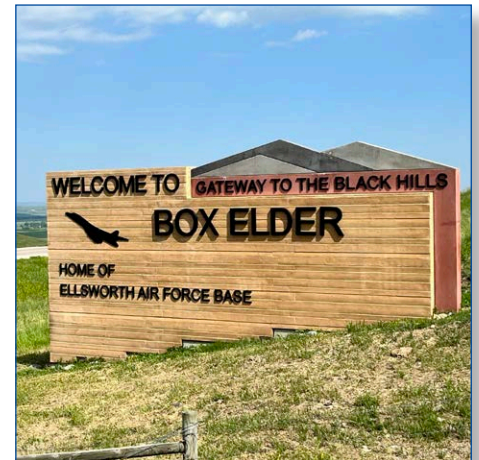
LEAVE: Paid Personal Leave is accrued at the rate of 4 hours per month; Vacation Leave is accrued at 6.15 hours per pay period for management-level staff. Executive Leave in the amount of 32 hours is additionally granted to management-level staff.

RETIREMENT: Employment with the City includes enrollment in the South Dakota Retirement System. Staff contribute 8% to retirement and there is a matching contribution from the City.

RELOCATION EXPENSES: The City will reimburse up to \$5,000 in moving/relocation expenses.

TAKE HOME VEHICLE: The Assistant Chief will be required to respond to the City in the event of an emergency. A take home vehicle will be provided and the Assistant Chief will be expected to live within a reasonable distance to respond to emergencies as needed.

For a complete description of benefits, please visit: [City of Box Elder Benefits Handbook](#).



THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney
www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at Roberta@PeckhamandMcKenney.com if you have any questions regarding this position or the recruitment process.



www.peckhamandmckenney.com