

City of Kirkwood, MO

POLICE CHIEF



139 S. Kirkwood Road, Kirkwood, Missouri 63122





The Community

Kirkwood, Missouri, was established in 1853 and today is a 9-square-mile community with a population of 27,540. Located in Southwest St. Louis County, Kirkwood boasts high property values, quality public and private schools, safe neighborhoods and exceptional City services. More than 300 acres of park land can be found throughout the community, from a large central park that includes an aquatic center, ice rink, outdoor amphitheater, ball fields, tennis courts, picnic sites, and playground areas, to smaller neighborhood parks.

It's called "Queen of the St. Louis Suburbs," an honor Kirkwood has proudly accepted since the late 1800s. As the first planned suburb west of the Mississippi River, and an early railroad commuter suburb, Kirkwood owes its very existence to the railroad. The City was even named after James Pugh Kirkwood, the engineer in charge of locating, surveying and building the railroad. From the beginning, it's been a love affair between citizens and trains, as evidenced by the historic, city-owned train station located in the heart of the City. Built in 1893, the station, which is on the National Register of Historic Places, is a favorite subject of local and national photographers. It currently serves as a stop for daily Amtrak passenger trains and is staffed entirely by Kirkwood residents who volunteer their time.

The downtown business district is on the National Register of Historic Places and is home to many restaurants and shops as well as the Kirkwood Farmers' Market.

The City of Kirkwood presently employs about 290 people who work in a variety of departments. The annual operating budget of Kirkwood is approximately \$75 million. The City is a full-service municipality, with its own water, electric and sanitation departments, making it unique among St. Louis County municipalities.

Government

The City operates under a council/manager form of government with the mayor and six council members elected at large. The City of Kirkwood's Charter places administrative authority with the Chief Administrative Officer and legislative and policy-making authority with the City Council. The Mayor and council members are each elected for a four year term with term limits set after two consecutive terms.

Mission Statement: The mission of the City of Kirkwood is to enhance the quality of life for current and future generations of Kirkwood residents through strong leadership, effective stewardship, and exceptional service.

Vision Statement: Kirkwood will be one of the most livable communities in the United States; a place recognized for its beauty, historic charm, strong neighborhoods, vibrant businesses and involved citizenry.

The Department

The Kirkwood Police Department is a full-service law enforcement agency providing Kirkwood and the neighboring City of Oakland police service that is community based and dedicated to providing quality service to the citizens of both municipalities. The Department investigates city ordinance violations, and state misdemeanor and felony statutes. The Kirkwood Police Department typically responds to 24,000+ calls for service each year and arrests over 1200 individuals annually. The Kirkwood Police Department consists of 61 commissioned police officers, 15 full-time civilians, with an additional 9 part time civilian positions.

The standard of performance for which the Kirkwood Police Department strives is based on the ideal of total commitment, not only to the police service but also to the general well-being of the community. Such a commitment is the hallmark of the police professional who recognizes that it must be present not only in their daily work, but their private and family life as well.



The Department continued..

This commitment assures each citizen of Kirkwood that the police will maintain constant vigilance over their property and personal safety. It also assures them that the necessary police responses will be swift, unbiased, competent and scrupulously maintained within the bounds established by law and in the highest ethical traditions.

Servicing Additional Cities

The Police Department contracts with the City of Oakland to provide 100% of its law enforcement needs. More than 95% of calls for service are within the City of Kirkwood, with the remaining calls for service being within the City of Oakland.

At the end of December, 2016, the Police Department began providing Fire and EMS dispatching services for the City of Des Peres. Three additional dispatch positions were created to provide adequate staffing to ensure the level of emergency service necessary. In addition, two Lead Dispatcher positions were created to ensure high levels of overall dispatch quality, including EMD quality assurance.

A great deal of planning went into this transition, with much collaboration between staff from the Kirkwood Police Department, Kirkwood Fire Department and the Des Peres Department of Public Safety.

Emergency Medical Dispatching

In 2012, the Police Department implemented Emergency Medical Dispatching (EMD), and as a part of this process committed to staffing two dispatchers 24 hours daily. EMD allows dispatchers to provide emergency medical assistance to callers until paramedics arrive on scene, and each dispatcher was required to successfully complete initial EMD certification training, and must meet additional continuing education training standards. The Police and Fire Departments work very closely on the EMD program to ensure a consistent high level of service to citizens.

Code Enforcement

The Kirkwood Police Department handles all Code Enforcement complaints, and the Code Enforcement section is staffed by two full time employees. The Code Enforcement section is primarily responsible for investigating complaints regarding issues such as property maintenance, health and environmental concerns, signs, nuisances and some zoning issues. As a part of the investigative process, Code Enforcement employees work with property owners in an effort to abate nuisances, with the goal being property owner compliance. In FY2016, 2,561 complaints were handled.

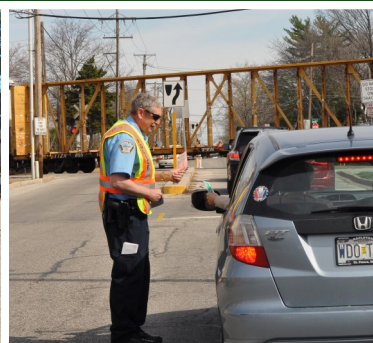
Accreditation

In early 2016, the Department began the process of accreditation through the Commission on Accreditation for Law Enforcement Agencies, an internationally recognized organization. It is anticipated that the department will complete the process during calendar year 2017.

The Position

The Police Chief is under the administrative direction of the Chief Administrative Officer of the City and provides general direction to two Police Captains, one Det. Lieutenant and immediate supervision to a Secretary.

The Police Chief is responsible for planning, directing, controlling and coordinating the programs and activities of the Police Department. In addition, this position develops, justifies and administers a budget of approximately \$7,700,000.00 and supervises directly or through subordinates approximately 75+ employees.



Essential Duties

- Establishes and maintains working relationships with other law enforcement agencies and municipalities.
- Ensures the maintenance of a high level of professional competence and performance on the part of departmental employees.
- Consults with the Chief Administrative Officer of the City in the development and implementation of City ordinances and law enforcement policies and programs.
- Directs the development and authorizes the implementation of departmental policies and procedures.
- Represents the Kirkwood Police Department at public meetings explaining and promoting departmental programs and procedures.
- Supervises and participates in the selection of all applicants for employment with the Department.
- Approves all major personnel actions such as initial appointment, transfer, promotion and termination.
- Approves specifications developed for the purchase of equipment and recommends approval to the City Council if expenditures are in excess of \$15,000.00.

Skills, Knowledge, and Abilities

- Comprehensive knowledge of the principles and practices of police administration and management.
- Comprehensive knowledge of police methods in such areas as the rules of evidence, the rights of suspects and accused persons and the citizen's right to privacy.
- Comprehensive knowledge of Kirkwood's demographic and topographic configuration and its special law enforcement needs.
- Considerable knowledge of Federal, state and local criminal statutes.
- Considerable knowledge of the principles of personnel management.
- Ability to establish programs and priorities and to pursue objectives.
- Ability to evaluate program effectiveness.
- Ability to act decisively and effectively in emergency situations.
- Ability to interact effectively with elected officials, other department heads, other law enforcement officials and the general public.
- Ability to prepare, justify and administer a large multifaceted budget.

Education and Experience

Interested applicants will have a minimum of five years police supervisory experience and two years command experience. Qualified candidates must meet the 600 hour minimum training requirement. Interested candidates should possess an Associate's Degree in Criminal Justice; a Bachelor's degree in Criminal Justice is preferred. Graduation from the FBI National Academy is required. Previous experience as a Police Chief or an Assistant Police Chief is desired.

The Ideal Candidate

The ideal candidate should have experience and knowledge of community policing. Previous patrol and investigation experience will be essential; knowledge of code enforcement and the CALEA accreditation process will be beneficial.

The ideal candidate must exhibit strong relationship-building skills in working with the entire organization and the community. The Chief of Police should be active and visible in the community, personally taking part in civic and community activities and events. The ability to give effective oral presentations and advanced written and oral communication skills are imperative.

The ideal candidate will be skilled in creating a positive atmosphere for employees in the organization and within the Police Department. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff. Strong collaboration and team building skills will be necessary for this individual to be successful.

The successful candidate must embrace a willingness to be open and transparent. The successful candidate should be approachable and personable and must value integrity and have a strong commitment to ethics.

Salary

The City of Kirkwood is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

How to Apply

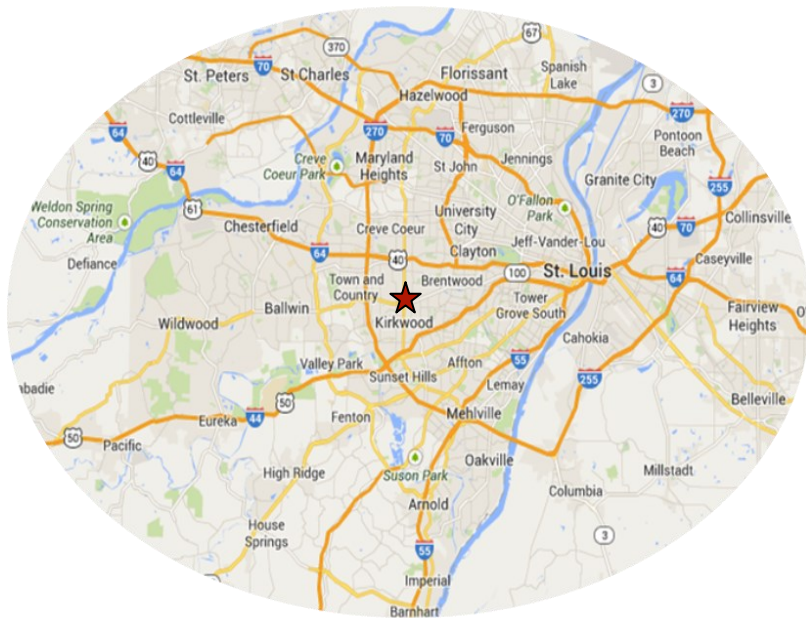
Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: KIRKWOODPC

Affion Public
2120 Market Street
Suite 100
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www.affionpublic.com



Delivering Leaders.



The City of Kirkwood is an equal opportunity employer.