



202 North Main Street • Viroqua, Wisconsin • 54665
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The City of Viroqua seeks an experienced, highly motivated candidate to fill our community's Chief of Police position. As the county seat of Vernon County, Viroqua (population 4362) is located in the Driftless Region approximately 30 miles southeast of La Crosse, Wisconsin. The Police Department is comprised of eight (8) full-time patrol officers, two (2) civilian office personnel and a supplement of sworn part-time patrol officers. This position reports directly to the Mayor of the City of Viroqua.

Minimum Qualifications

Bachelor's Degree in related field (Criminal Justice, Police Science, Public Administration) preferred or equivalent experience. A minimum of seven (7) years of experience serving as police personnel. Five (5) years of experience in administration with specific experience in planning, budgeting, and leadership. Must be certified or certifiable by the Wisconsin Law Enforcement Standards Board.

US Citizen. Ability to perform all law enforcement functions and other essential functions of the position. Necessary ability and knowledge to use all standard law enforcement equipment. Clean driving record. No felony convictions. As an essential requirement in performing the duties of the position, eligible candidates must reside within 15 miles of the City of Viroqua.

Typical work hours and days of the position will vary but are at the discretion of the Chief of Police in accordance with carrying out the responsibilities of the position.

Performance of routine tasks associated with this position requires a capacity to intermittently sit, stand, walk, bend and lift moderately heavy (25-30 pounds) objects.

Compensation

This is a full-time, salaried position. The salary range is \$75,000 - \$85,000 based on qualifications and commensurate with experience. Compensation includes a benefits package.

The Selection Process

The Selection Committee will review all applications and select a group of finalists. Applicants will be notified regarding their status in the process as decisions are made. The finalists shall be reviewed via in-person interview by the Police and Fire Commission, the Mayor and a professional of the law enforcement discipline. Finalists will also be subject to further evaluation, including contact with references plus past and current employers. Once an applicant is selected for the position, a detailed background investigation will be conducted. As a condition of employment, the candidate receiving final selection will be required to complete a physical and psychological examination. Additional pre-employment evaluations may be required. Applicants will be required to execute an authorization to release personal information deemed necessary to the selection process.

Ideal Professional Competencies and Experience

- A visionary leader capable of providing transformational strategic thinking and direction.
- A professional leader who conducts themselves with the utmost level of honesty, respect, fairness, compassion and integrity – and works to instill such values as the foundation of the departmental culture.
- A skilled motivator and collaborator focused on building teamwork and consensus among department members, between City departments, and throughout the Viroqua community.
- A critical thinker and capable problem solver using statistical data and creativity to produce positive innovation and improvement.
- An intelligent and decisive administrator with broad functional expertise in all aspects of law enforcement.
- A visible, accessible community leader able to maintain a strong policy of community policing.
- An effective listener and articulate communicator capable of providing high-quality written and oral communication to a diverse set of audiences and media outlets.
- Proven management capability including:
 - knowledge and experience in personnel matters, police labor laws, and contract negotiations.
 - the ability to hold employees accountable for performing at a high level and in compliance with rules and regulations
 - the ability to develop employees through training, coaching, and career development
 - the ability to effectively handle disciplinary matters
- Functional expertise in use of computers, internet and standard computer software.

Position Responsibilities

MAJOR RESPONSIBILITY-GENERAL ADMINISTRATION

- Develop, implement and update policies, procedures and regulations so as to provide effective operations and to comply with applicable State and Federal laws/regulations.
- Review daily operations to determine overall effectiveness of the Police Department and implement the appropriate strategies to drive continuous improvement.
- Develop and maintain cooperative relationships with federal, state and other local agencies. Serve as the liaison with other emergency services providers.
- Provide information for and attend City Council, Public Safety Committee, and other meetings of the governing body as requested.
- Provide advice and support to the Mayor, City Administrator, and Common Council.
- Maintain accurate and complete records of all revenue, complaints, arrests, traffic violations, convictions and the disposition of each case handled by the department.
- Attend professional meetings, seminars and conferences to keep informed of current developments and submit recommendations to improve police operations.

MAJOR RESPONSIBILITY-SUPERVISION

- Supervise department staff directly and through subordinates including allocating assignments and reviewing work performed.
- Establish priorities, provide training, evaluate performance and impose discipline in accordance with Federal, State, City and department policies and procedures.
- Coordinate with the Police and Fire Commission in the hiring, promotion, demotion, or termination of sworn officers and regarding disciplinary matters under their jurisdiction.
- Maintain a record of the accomplishments and overall performance of each officer.
- Respond to and promptly address all public inquires and complaints regarding police practices and actions.

MAJOR RESPONSIBILITY-BUDGET, PROPERTY AND EQUIPMENT

- Prepare the department budget in coordination with the City Administrator. Identify operating and capital needs and supporting rationale.
- Assist City Administrator in labor contract negotiations through information and advice.
- Review and approve budget expenditures.
- Actively monitor and appropriately manage the department budget throughout the year.
- Ensure for the custody, care and control of the property and equipment of the department.
- Conduct periodic surveys of property, evidence inventory, and equipment.
- Arrange for the salvaging of discarded or impaired items.

MAJOR RESPONSIBILITY-COMMUNITY RELATIONS

- Prepare and deliver public presentations and public safety programs.
- Participate in community service programs maintaining positive community relations.
- Coordinate media relations for the department.
- Provide a channel of communication between the department agencies, community agencies, local schools, the business community and the community at large.

MAJOR RESPONSIBILITY-DIRECT SERVICE

- Perform routine patrol
- Respond to calls for assistance
- Apprehend individuals and investigate crimes

In addition to fulfilling all responsibilities listed above, the Chief of Police will:

- Conduct themselves in a professional manner and uphold all department policies.
- Attend all required meetings and appointments.
- Display an attitude of energy, enthusiasm and cooperation.

To apply, please submit the following materials to the Viroqua Police and Fire Commission via email (PoliceFire@viroqua-wisconsin.com). The deadline for submission is **June 28, 2019**.

- Résumé and cover letter
- Names, addresses, email addresses and phone numbers of five professional references.
- Your response to the following three (3) questions.
 - What makes you the ideal candidate for the Chief of Police for Viroqua?
 - As Chief of Police, how would you characterize your management style as it relates to your interaction with your supervisor, employees and special interest groups in the community?
 - Describe your experience and accomplishments in the following three areas. For each area, provide the name of one person that can verify your accomplishment.
 - Managing and administering discipline
 - Creating a sense of team and motivating employees
 - Developing, implementing and managing innovation and change