



HILLSBORO POLICE DEPARTMENT

—Hillsboro, Missouri—

PO Box 19
101 Main Street
Hillsboro, MO 63050
Ph: 636.797.5229

hillsboromo.org/police-department



Darrick T. Curtis
Chief of Police

HIRING NOTICE – ASSISTANT CHIEF OF POLICE

The City of Hillsboro, Missouri is seeking qualified applicants for the position of Assistant Chief of Police.

BACKGROUND

The City of Hillsboro is a growing community that sees a daytime population of about 6,000 people and a resident population of around 3,500. As the county seat of Jefferson County, Hillsboro houses numerous government buildings, and is also home to Jefferson College and the highly-sought Hillsboro School District. For its excellent schools and easy access to St. Louis and surrounding areas, Hillsboro is quickly becoming a destination for families who want the best of both rural living and modern conveniences.

The Hillsboro Police Department consists of 19 employees, including 15 full-time and part-time/reserve officers and two civilian administrative employees, overseen by a Chief of Police and Assistant Chief of Police. The agency responds to approximately 2,400 calls for service per year. Hillsboro officers book and release from their station, but the department does not operate a jail facility or dispatch center. Prisoners are housed at the Jefferson County Jail and the city is dispatched by Jefferson County 911 Joint Communications. Hillsboro officers enjoy tremendous support of the community and city government. The department is progressive, with great investments in equipment, work space, technology, and vehicles.

DESCRIPTION OF DUTIES

The Assistant Chief of Police reports to the Chief of Police and is responsible for assisting the Chief in the large-scale administration of the police department. This includes oversight of both the Bureau of Field Operations as well as the Bureau of Support Services and Special Operations. The Assistant Chief will be responsible for division staffing, budgeting/purchasing, monitoring compliance, and other tasks designated by the Chief of Police. In the absence of the Chief of Police, the Assistant Chief of Police shall serve as the Acting Chief of Police.

Review attached Job Description for further.

MINIMUM QUALIFICATIONS

- ✓ High School Diploma or Equivalent.
- ✓ Valid Missouri Driver's License.
- ✓ Valid Missouri Class A POST Certification.
- ✓ Five (5) or more years as a commissioned law enforcement officer.
- ✓ Three (3) or more years in a supervisory or managerial role.

PREFERRED QUALIFICATIONS

- ✓ Bachelor's Degree or equivalent combination of education and experience.
- ✓ Ten (10) or more years of experience in law enforcement, with at least five (5) years in a supervisory or command level role.
- ✓ Experience with REJIS Systems, including CARE, LEWeb, LETS, and CrimeMatrix.

THE IDEAL CANDIDATE

The ideal candidate for this position should have a strong background in the operational side of policing, to include patrol operations and criminal investigations. While the Assistant Chief of Police will assist the Chief of Police with some administrative tasks, his or her primary role will that of the Law Enforcement Commander. He or she should show a passion for law enforcement, demonstrate a strong understanding of police procedures—including being up-to-date on legislative changes and court rulings.

The ideal candidate should not only possess this knowledge, but also be able to communicate it effectively with subordinate officers and supervisors. We have a department that is eager to learn and looking for firm guidance on police procedure. The candidate should be able to write, speak, and present clearly, as this person may be called upon to represent the agency both internally and publicly at times. He or she should have strong organizational skills and be able to balance multiple projects at various phases effectively.

CITY BENEFITS

- ✓ City-paid health, dental, and vision insurance for the employee;
- ✓ City-paid LAGERS retirement program;
- ✓ Paid Vacation, Sick, Holiday, and Personal time;
- ✓ Annual uniform allowance in addition to initial outfitting;
- ✓ On-site fitness center;
- ✓ Outdoor city-owned firing range;
- ✓ In-service training partnership with Jefferson College Law Enforcement Academy;
- ✓ City-provided cell phone;
- ✓ Take-home car available for residents within 25 radial miles of Hillsboro City Hall: 101 Main Street, Hillsboro, MO 63050.

This application process is competitive and will include a series of interviews. The successful candidate will also be subject to a pre-employment background check, drug screen, psychological examination, and physical exam.

Interested candidates should submit a letter of intent and professional resume to:

Hillsboro Police Department
ATTN: Chief Darrick Curtis
PO Box 19
Hillsboro, MO 63050

Applicants may submit these electronically to: d.curtis@hillsboromo.org.

Applications will be accepted until **Friday, November 1, 2024**.

The City of Hillsboro is an equal opportunity employer.

Agency: Hillsboro Police Department
Title: **Assistant Chief of Police**
Work Unit: Bureau of Police Administration
Rank: Captain
Reports To: Chief of Police
FLSA: Exempt
Work Hours: Monday through Friday, arranged. Participation in on-call rotation.
Occasional evening/weekend events as needed.
Attire: Class B uniform or business casual, as necessary.

Job Description: The Assistant Chief of Police will report to the Chief of Police and is responsible for assisting in the large-scale administration of the department. This includes oversight of both Field Operations as well as the Support Services and Special Operations. The Assistant Chief will be responsible for division staffing, budgeting/purchasing, monitoring compliance, and other tasks designated by the Chief of Police. In the absence of the Chief of Police, the Assistant Chief of Police shall serve as the Acting Chief of Police.

ESSENTIAL JOB FUNCTIONS:

Administrative Duties – *Employee may supervise other employees who complete these tasks.*

The Assistant Chief of Police will hold administrative responsibility over the following areas:

- RAPBACK Program
- Department Quartermaster
- Field Training Program
- Reserve Officer Program
- SRO Program Personnel/Staffing
- Fleet Services
- Evidence/Property Room Management
- Ride-Along Program
- REJIS TAC/LASO
- Body-Worn and In-Car Camera Program
- Internal Affairs

Primary Duties – *Employee will be directly responsible for the completion of these tasks.*

The Assistant Chief of Police will hold primary responsibility over the following areas:

- Patrol Division Personnel/Staffing
- Operational Policy Review
- Grant-Writing/Implementation
- Internal Audits/Reviews

Secondary Duties – *Employee will be familiar with and assist other employees with these tasks.*

The Assistant Chief of Police will hold secondary responsibility over the following areas:

- Budget/Finance
- Recruitment/Hiring
- Media Relations/Public Information
- Records Retention
- MIBRS/NIBRS Compliance
- Professional Standards Compliance
- Background Investigations
- Crime Scene Processing