

CITY OF HOLTS SUMMIT

MISSOURI

Police Captain / Assistant Chief Recruitment Package

APPLICATION REVIEW: Ongoing

INTERVIEWS TO BEGIN: Immediately

The City of Holts Summit is an Equal Opportunity Employer



Holts Summit, Missouri



Holts Summit, Missouri, is a small city located in Callaway County, approximately 7 miles northeast of Jefferson City, the state capital. As of the 2020 census, the population was 4,458. The city has experienced significant growth since its incorporation in 1973.

The Holts Summit Police Department serves the community by enforcing laws, investigating crimes and accidents, and providing emergency services. The department is led by the Chief of Police, supported by a Police Captain (Assistant Chief of Police).

In a small police department like Holts Summit's, the role of the Police Captain is crucial for effective law enforcement operations. This position involves overseeing daily activities, managing personnel, and ensuring compliance with laws and departmental policies.

This role requires an individual with strong leadership skills, the ability to make sound decisions under pressure, and a commitment to community-oriented policing. By fulfilling these responsibilities, the Police Captain will contribute significantly to maintaining public safety and trust within Holts Summit.

This leadership role will oversee day-to-day operations of the patrol division and will report directly to the Chief of Police.

The City of Holts Summit is a wonderful place to work and live, and our community possesses a supportive spirit that will help make it easy for the next Police Captain to become fully involved and ingrained into the community.

Minimum Qualifications

- Minimum seven (7) years of law enforcement related experience.
- Preference given to those with leadership experience (Sergeant or above)
- Must possess a valid Missouri Driver's License with a good driving record; no felony convictions nor convictions of crimes of moral indecency and possess a Missouri State License as a Commissioned Law Enforcement Officer (P.O.S.T.) with no active or pending disciplinary action.
- Successful completion of pre-employment background check, physical, and drug screening.
- Extensive knowledge of federal, state, and local laws.
- Able to sit or stand for up to twelve hours per day; wear police uniform, duty belt, ballistic vest, and any other protective equipment/uniforms; operate police vehicles, affect physical arrest, as necessary.
- Willingness to conduct and/or cover patrol shifts, as necessary.
- Ability to react calmly in stressful situations and give oral and written instructions; analyze situations quickly and objectively; make sound decisions consistent with established policies and procedures.
- Proven track record working with other law enforcement agencies, courts, schools, etc.
- Experience working Domestic Violence and similar criminal cases preferred.
- Prior experience with HUBER Interpol Report Management Software preferred.
- Establish and maintain effective working relationships with co-workers, public officials, local, state, and federal authorities, civic leaders, and the community. Possess strong leadership skills to effectively manage, develop, and maintain positive staff morale through coaching and mentoring.
- Manage the technical aspects of various police activities; plan, manage and delegate a variety of work activities; and motivate departmental employees.
- Ability to analyze complex data to guide department operations.
- Ability to develop and execute strategic plans.
- Ability to develop and implement department policies and procedures utilizing best-practices for law enforcement.
- Possess a collaborative leadership style that thrives in a team environment.
- Embrace creative ideas and encourage innovative thinking.
- Knowledge and a willingness to assist in preparation of annual budgets, grant applications, presentations, reports, etc.
- Value and successfully maintain regional and inter-agency cooperation and partnerships.

Examples of Duties / Essential Job Functions

- Fosters strong healthy relationships with the public, other local emergency responders and other City Departments.
- Professionally interacts and communicates both verbally and in writing regarding all police matters to merit the respect, trust, and confidence of elected and appointed officials, employees, and the public.
- Prepares and presents oral and written reports; coordinates communication efforts with the public; consults with City officials to determine operation objectives.
- Participates in public functions; maintains criminal and operational records to ensure communication links between the department and other governmental areas are open.
- Supervise department staff and supervisors, ensure proper protocol and procedures are being followed in alignment with CJIS, MULES, Attorney General's Office and other governing bodies regarding reporting and sensitive information. Ensures accurate and timely compliance with reporting on all state and federal regulations and filings, including periodic crime reports.
- Plans and implements law enforcement and code enforcement programs for the City in order to better carry out the policies and goals of the Board of Aldermen; reviews department performance and effectiveness and formulates programs or policies to alleviate deficiencies.
- Oversees professional standards, policies and procedure and development of long- and short-term goals for the departments and divisions.
- Ensures all actions of the Department are in compliance with local, state, and federal laws.
- Assist in developing, managing, and monitoring all aspects of the Police Department budget, administers Department's budget to ensure financial resources to maintain law and order within the City of Holts Summit.
- Attends meetings with City officials; provides feedback regarding the department's operations; plans future meetings to ensure actions taken as a result of these meetings are properly documented.
- Attends citizens' meetings to explain policy and regulations.
- Determines employee work objectives; conducts performance appraisals; coordinates disciplinary actions; coordinates commendations; writes and distributes recommendations to policy development to ensure professional development of employees.
- Handles grievances; maintains departmental discipline and the conduct and general behavior of assigned personnel.

Examples of Duties / Essential Job Functions (continued)...

- Prepares and submits reports to the Chief of Police regarding the Department's activities and prepares a variety of other reports as appropriate.
- Cooperates with county, state, and federal law enforcement officers as appropriate where activities of the police department are involved.
- Enforces and maintains compliance with all federal, state, and local laws and ordinances.
- Develops short- and long-term planning for department staffing and identification of City-wide needs.
- Oversees the research of types of equipment, supplies, services, or contracts the City should engage related to department functions, including bid specifications for equipment and projects.
- Receives and investigates, or assigns investigation of, employee matters, and follows up to ensure adequate resolution.
- Defines and monitors performance, productivity, and compliance of subordinates with departmental mission, goals, objectives, policies, and procedures to ensure all work meets the required expectations of both the department and the City.
- Presents oneself as a credible and knowledgeable representative of the city to maintain public trust. Cultivates positive relationships while serving all internal and external customers using effective communication and team building skills.
- Serve as a representative of the City of Holts Summit, demonstrating positive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Manages internal control of police evidence and records.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
- Oversee and supervise a variety of special services, programs, and projects; oversee the department's public relations function; coordinate special events; handle miscellaneous complaints and projects for the Holts Summit Police Department.
- Leads, coaches, and develops personnel; provide direct supervision of seven (7) sworn officers and one (1) civilian position.
- Reviews timesheets for correctness and completeness of department staff, approves overtime and submits report to City Clerk for payroll.
- Perform other duties as required.

Compensation and Benefits

The Mayor and Board of Aldermen are committed to providing a base salary and benefits package competitive with comparable size cities in the region and commensurate with experience and education. The starting salary for this position \$61,880. The City provides an excellent benefits package including, but not limited to:

RETIREMENT: Defined benefit retirement plan with Missouri LAGERS (Local Area Government Employee Retirement System). Our benefit program L-3, non-contributory (100% City-funded), includes a vesting period of 5 years with age eligibility for commissioned officers at age 55.

PAID HOLIDAYS: Fourteen (14) paid holidays and one (1) personal day per year.

VACATION: Accrual of 80 hours annually with incremental increases based on years of service.

SICK LEAVE: Accrual of 120 hours annually (10 hours per month), to maximum accrual of 1392 hours.

HEALTH INSURANCE: City of Holts Summit employees and dependents are offered health coverage. 100% City-funded for employees. Premiums associated with spouse and/or dependent coverage are the sole responsibility of the employee.

EMPLOYEE ASSISTANCE PROGRAM (EAP): City of Holts Summit employees are offered access to an Employee Assistance Program that is 100% City-funded for employees.

DENTAL/VISION INSURANCE: City of Holts Summit employees and families are offered access to dental and vision insurance. 100%



City-funded for employees. Premiums associated with spouse and/or dependent coverage are the sole responsibility of the employee.

LIFE AND ACCIDENTAL DEATH: 100% City-funded life and accidental death and dismemberment insurance.

VOLUNTARY INSURANCES: Optional voluntary ancillary insurances including but not limited to: short-term disability, vision, cancer, life, and accident offered via payroll deduction.

OPTIONAL RETIREMENT PLANS: Access to independent investment/retirement services via 457b and/or ROTH IRA Plan offered through Nationwide Retirement Solutions via payroll deduction.

Supplemental Information

The successfully appointed candidate will be required to reside within a 30-minute response time to the Holts Summit Police Department.

Application Process

Applications can be obtained by contacting the City Clerk at 573.896.8420 during business hours Monday thru Friday.

A completed application, cover letter, resume, and supporting documents must be submitted to:

City of Holts Summit
Attention: Brandon Ruediger, City Administrator
PO Box 429
213 South Summit Drive
Holts Summit, MO 65043

or

via email to: cityadministrator@holtssummit.org

(This position will remain open until filled)

Process for Police Captain Recruitment and Appointment

Application & Resume Review Period

Resume & Qualification Review Period

Initial Interviews

Background Investigations

Interview with City Administrator / Chief of Police

Conditional Offer of Employment

Pre-Employment Testing

*****THE CITY OF HOLTS SUMMIT IS AN EQUAL OPPORTUNITY EMPLOYER*****