



# THE CITY OF SEDGWICK, KANSAS IS HIRING A **CHIEF OF POLICE**

## **WELCOME TO THE CITY OF SEDGWICK, KANSAS.**

Sedgwick is a quaint bedroom community located on the border of Harvey and Sedgwick counties. Conveniently located 15 minutes from the major metropolitan areas of Wichita and Newton, the community is able to retain its rural charm while offering an award winning school district, shops and restaurants, and a beautiful parks and recreation system.

The city is home to nearly 1,600 residents who are proud of the quality of life the community provides and the small town values. Sedgwick has a wide variety of events that span the year and provide residents, young and old alike a chance to partake in community celebrations.



Sedgwick provides for an abundance of outdoor activities in one of the many parks within the community. Whether fishing in the Highlands Pond, taking a nature stroll through DeHaven Memorial Park, riding your bicycle along the trails system or enjoying swimming and outdoor recreation at the city square you are sure to enjoy your time in the community.



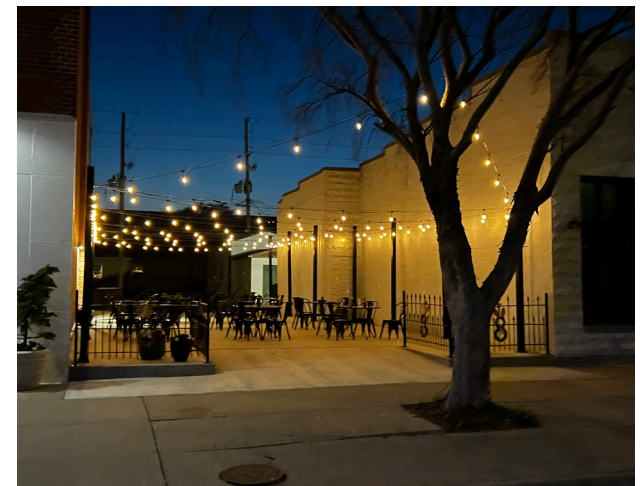
# THE COMMUNITY

Established in 1870 by T.S. Floyd and Sedgwick County, the city namesake was meant to honor Major General John Sedgwick who served in the Union Army during the American Civil War. The once 80 acre parcel of land quickly grew into the community we love and know today. The city operates under the form of government known as the Mayor-Council model. Under this model, policy making and legislative authority are vested in the governing body which consists of the Mayor, a non-voting member, and five Council Members. All positions on the governing body are voted in at large serving a four-year, staggered term. The Council Members are responsible, among other things, for adopting ordinances and resolutions, adopting an annual budget, and confirming appointments of certain officials of boards and committees. The City Administrator is responsible to the Mayor and City Council for the administration of all city affairs placed in his charge. City department heads report directly to the City Administrator.

Sedgwick Public Schools - home of the Cardinals - consists of facilities for early childhood education at Sedgwick Elementary grades pre-k through 6<sup>th</sup> and Sedgwick Middle/High School for grades 7-12. Sedgwick Public Schools is a district of approximately 450 students and is accredited by the Kansas Department of Education. In 2022, the elementary school was the recipient of the National Blue Ribbon for Excellence and invited to Washington DC to be presented with the award while having the opportunity to network with school districts of the same stature throughout the nation.

Recreational activities are provided by the Sedgwick Recreation Commission which is a jointly funded committee by USD 439 and the City of Sedgwick. The commission offers multiple youth athletic leagues and operates a community fitness facility out of the newly renovated High School. Other outdoor recreational activities include fishing at the fully stocked pond located in the Highlands housing development; monthly farmer's markets on Commercial Ave, which run the third Friday of the month from April to October; and the Fall Festival, put on by local civic organization Sedgwick Connect.

Sedgwick is proud of our area entrepreneurs and home to delicious home cooked meals from Cy's Hoof 'N'Horn restaurant, Kilroy's Pizza, and artisan coffee from the Meeting House.





# THE POLICE DEPARTMENT

The Sedgwick Police Department consists of 6 sworn positions and one civilian position. Supporting the Chief of Police are one full time patrolman, four part-time patrolman, and one records/court clerk. The Department works closely with local and county law enforcement agencies while providing service to the community. As the local law enforcement agency, Sedgwick PD fosters a strong community presence through programs with the school district and annual community outreach events.

Sedgwick Police responded to a total of 1,042 calls for service in 2022 with a five year average call volume of 1,247. The department is fully equipped with the latest in equipment and technology including three new vehicles, Axon body-worn cameras, in-car cameras, and tasers. The annual department budget for 2024 is \$279,412.

## Projects

- Hiring/Training/Mentorship of Qualified Officers (2024 Budget includes addition (1) full-time officer)
- Community Engagement
- Building Morale within the Department



# THE POSITION

Under the supervision of the City Administrator, the Chief of Police is an integral part of the City's leadership team. The public enforcement professional administers and directs the functions of personnel of the Police Department.

## **Essential Duties Include:**

- Develop a comprehensive 5-year strategic plan that includes participation from employees and citizens. Monitoring long-and short-range goals, objectives, and action plans;
- Initiate Professional Standards investigations into allegations of misconduct and make appropriate disciplinary recommendations to the City Administrator on sustained major disciplinary action;
- Make or recommend employment-related decisions involving hiring, discipline, and all other status changes; develop performance expectations and evaluate employee performance;
- Research and implement the means to improve the efficiency and effectiveness of police service;
- Provide professional recommendations regarding law enforcement and community policing to the city staff, City Council, and other boards;
- Review city procedures, department policies, laws, and ordinances and recommend or implement revisions to ensure safety, efficiency, effectiveness, and compliance;
- Develop and recommend department budget and authorize purchases and requests for bids and proposals;
- Prepare and review written reports with accuracy and timeliness and maintain department records;
- Develop staff reports and make presentations to the City Council and other boards, interact one-on-one with residents, participate as a member of the city's management team, and relay information to the news media when appropriate;
- Provide leadership and supervision to staff and delegate projects and tasks;
- Respond to department and City emergencies;
- Enforce state laws and City ordinances;
- Ensure personnel meet or exceed annual training requirements;
- Ensure training regarding ethics, use of force, customer service and legal updates is presented at least every two years to all officers and provide other as needed;
- Administer a citizen survey to evaluate perceptions and effectiveness of service delivery;
- Represent the City and actively participate in regional and national law enforcement organizations;
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations; examines work for exactness, neatness, and conformance to policies and procedures, adjust errors when necessary; maintains harmony among workers and resolves grievances.

# THE IDEAL CANDIDATE

The next Chief of Police must work hard to develop trusting relationships in the community and Department and will be a strong leader who takes a data-driven approach to crime; developing strategies and solutions supported by 21st-century policing principles and practices.

- Bachelor's degree in criminal justice or related field from an accredited college or university preferred;
- Minimum five years of progressively responsible management and supervisory experience in law enforcement, preferably in a similar-sized community, or equivalent experience in the private sector for an organization of similar size and complexity;
- Must satisfy all state requirements as set forth in K.S.A.74-5605 Qualifications of Applicant (Police Officer) for Training Course Requirement or certification by reciprocity;
- Thorough knowledge of law enforcement techniques and procedures and all federal, state, and local ordinances governing police activities;
- Innovative and collaborative professional with proven management and leadership experience, as well as strong interpersonal and customer service skills;
- Community oriented and able to maintain positive relationships with citizens, schools, and businesses;
- Outstanding communication and leadership skills, a professional management style, and the ability to work without supervision;
- Negotiation, persuasion, tact, and diplomacy are essential for effectively performing tasks;
- Servant leader versed in building relationships and morale who truly puts other first;
- Ability to manage within the budget process, monitor expenditures, and stay within budget;
- Motivator with high emotional intelligence, with the ability to empower staff and work collaboratively with them while holding high expectations, and a willingness to be firm when necessary;
- Ability to effectively plan, assign, and delegate the work of others;
- Ability to make difficult decisions in a timely manner;
- Ability to maintain cooperative working relationships with all levels of staff, vendors, and the public;
- Ability to operate firearms, patrol vehicles, mobile/portable/base radios, and crime scene processing equipment;
- Ability to evaluate written and oral reports and make recommendations for improved police services;
- Must be able to provide reliable courtroom testimony;
- Criminal convictions for acts of dishonesty, or sustained disciplinary findings of misconduct related to truthfulness, racial bias, or other acts that would lead to potential impeachment of courtroom testimony as detailed in Brady v Maryland or Giglio v. U.S. will be cause for disqualification for applicants and termination for employees.
- Must maintain ability to apprehend and take persons into custody

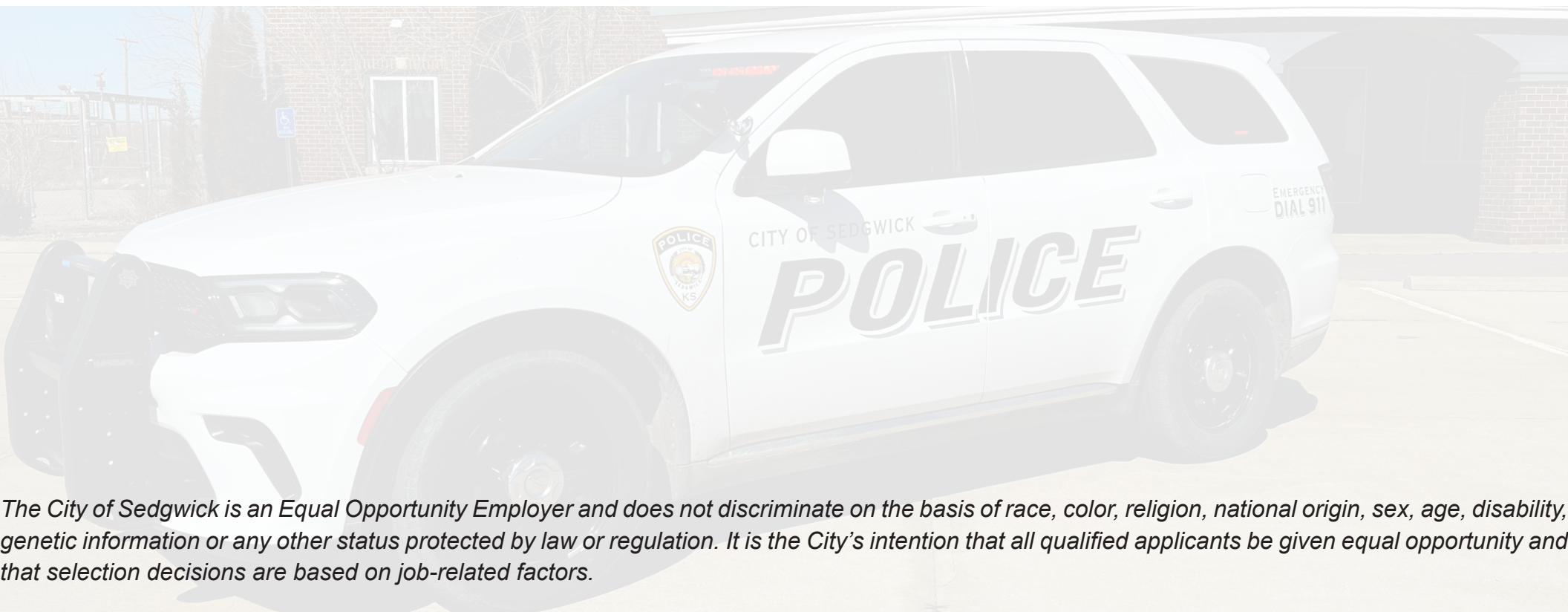


# HOW TO APPLY

**Compensation:** Salary range - \$55,000 - \$65,000 annually depending on qualifications with a competitive benefit package.

**Residency:** No residency is required; however, the successful applicant should reside within a thirty minute response time radius to respond to emergencies.

**To Apply:** Email your cover letter and resume by March 1, 2024 to [knordick@cityofsedgwick.org](mailto:knordick@cityofsedgwick.org). Position is open until filled. Questions should be directed to Kyle Nordick at (316) 807-4988 or emailed to [knordick@cityofsedgwick.org](mailto:knordick@cityofsedgwick.org).



*The City of Sedgwick is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*