



THE CITY OF DANVILLE:

Danville is located 35 miles southwest of Lexington and is a thriving community with a population of 17,000. It is the business hub to a 5 county, 100,000 +region with quality school systems and a highly educated workforce.

Danville is charming community that provides a combination of historical preservation and modern conveniences. It is also home to Centre College, one of the most prestigious liberal arts colleges in in the county.

The City of Danville is a municipal government agency with a highly efficient infrastructure providing a broad range of public services: water and wastewater utilities, police, fire, 911 emergency dispatch, parks and recreation, cemeteries, and public works. The City operates under the City Manager form of government with its legislative body comprised of a Mayor and 4 City Commissioners.

Position: Police Chief

Pay Classification: Exempt

Job Classification: Full-Time

Pay Grade: Police Chief

Location: 445 W. Main Street, Danville, KY 40422

Department: Police

Responsible To:

City Manager

Position Summary:

Under general supervision of the City Manager, the Police Chief is the official representative of the police department. The Police Chief has overall responsibility for the administration of police services, emergency dispatch services, alcohol beverage control, codes enforcement, and parking enforcement. The Police Chief is responsible for directly supervising the work of the deputy police chiefs and police administrative support personnel. The position will exercise immediate authority over all police administrative matters; policy development and enforcement, budget administration, operations, training and development, disciplinary action, and regulatory compliance.



Work may involve an element of personal danger and involves considerable public contact with citizens and law violators. As a sworn law enforcement officer, the Police Chief may be subject to hazardous duty in times of emergency when necessitated by circumstances. The position requires full and continuous training as a law enforcement officer in order to maintain the ability to respond appropriately in emergency situations.

Supervisory Responsibilities:

Yes.

Duties/Responsibilities:

- Responsible for the planning, development, coordination, implementation, and evaluation of departmental policies and procedures.
- Utilizes a management teams concept in the supervision of the department to ensure teamwork and collaboration is maintained within the department and among other City departments and outside agencies.
- Responsible for overseeing the direction and control of departmental personnel to ensure established performance standards are maintained in the exercise of their duties along with adherence to established rules, regulations, policies, and procedures of the department and the City.
- Responsible for the planning and coordination of all training and development programs for police departmental personnel.
- Oversees the coordination of operations of all departmental divisions and sections regarding matters of significance to ensure a high degree of lateral cooperation and exchange of information is maintained.
- Responsible for the design, implementation, coordination, and evaluation of police department public relations projects to support community engagement and to ensure a high degree of collaboration and cooperation with other City departments and outside agencies is maintained.
- Oversees the administration of all police personnel disciplinary matters in accordance with KRS 15.520 and KRS 95.450 requirements.
- Supervises and implements workforce staffing policies for all members of the department, including, but not limited to, work schedules, vacations, time off, overtime, training schedules, and other leave.
- Has overall responsibility for the enforcement of the policies, procedures, and rules and regulations of the department in accordance with the laws of the Commonwealth of Kentucky and City of Danville ordinances.
- Responsible for the preservation of public peace and enforcement of the laws of the Commonwealth of Kentucky and the ordinances of the City of Danville.
- Responsible for making recommendations for appointment and promotions in accordance with the City's hiring policies and procedures and the laws of the Commonwealth of KY.
- Responsible for developing the annual department budget proposal and management of operational expenditures.



- Perform other duties as assigned.

Required Skills/Abilities:

- Strong leadership skills with the ability to develop and lead police service personnel.
- Extensive knowledge of federal, state, and local law enforcement laws and regulations.
- Excellent verbal and written communication skills.
- Ability to work in a team environment, with the ability to work across all levels of city officials, employees, agencies, organizations, and the general public.
- Excellent public relations skills with the ability to educate, engage, and establish strong working relationships with the public in support of community policing efforts.
- Excellent organizational and planning skills.
- Ability to work with minimal supervision.
- Strong situational judgements skills with the ability to apply to the decision-making process.
- Ability to operate with a servant leadership mindset in support of public service.
- Strong emotional intelligent skills with the ability to remain calm under stress.
- Ability to utilize a management style that is open, approachable, and collaborative in maintaining effective and transparent communication.
- Strong presentation skills with the ability to provide verbal and written reports in a public setting.
- Comprehensive working knowledge of the geography of the City of Danville.
- Ability to maintain a high level of professionalism at all times.
- Ability to deal courteously, tactfully, and firmly with citizens.
- Ability to understand and carry out verbal and written instructions.
- Must be skilled in the use and care of firearms and in the skillful operation of motor vehicles, police surveillance, and computer equipment.

Education and Experience:

- Bachelor's degree in criminal justice, public administration, business administration, or similar field is preferred.
- A minimum of eight years employment as a sworn police officer is required.
- A minimum of 4 years of experience in a senior level police agency command staff position is required.
- Must possess a combination of education, training, and experience that provides the necessary knowledge, skills, and abilities required to perform the essential functions of the position.
- Must be in good standing and not actively under any type of disciplinary action or criminal investigation at the time of the job vacancy.
- Must be a resident of Boyle County or have the ability to establish residency within a reasonable period of time after assuming employment as the Police Chief.



- Certain requirements may be waived or amended at the discretion of the City Manager and Board of Commissions.

Certifications:

- Current KY Peace Officer Professional Standards (POPS) certification is required or ability to meet certification requirements as set forth by KRS 15.380 to 15.404.

Physical Requirements:

- Ability to lift up to 20lbs occasionally.
- Walking, twisting, stooping, and bending on a regular basis.
- Must have the ability to sit a workstation for extended periods of time.
- Ability to wear headsets and use phone systems on a regular basis.
- Ability to view computer monitors for extended periods of time.
- Must have adequate hearing levels with or without assistance in order to understand communication across various media platforms.
- Must have 20/20 vision with or without corrective lenses.

Compensation:

- \$78,275 - \$116,058 annually plus KLEFPF incentive
- Candidates' starting salary will be commensurate with their level of police service experience.

Benefits:

- 100% paid family medical, dental, and vision Insurance
- Company paid employee short- & long-term disability insurance
- 100% paid employee basic life Insurance
- Supplemental insurance program
- Vacation pay
- Sick leave pay
- Holiday pay
- Longevity Incentive program
- Annual clothing allowance
- Paid gym membership fees
- Educational Assistance program
- KPPA (CERS) Non-Hazardous Duty Retirement Plan
- All benefits available date of hire



EEO Disclaimer:

The City of Danville provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other trait or characteristic protect by federal, state, and local laws.

This policy applies to all aspects of employment, including recruitment, hiring, placement, promotion, discipline, demotion, termination, layoffs, recalls, leaves of absence, training, compensation, and benefits.