

Middleton Police Department

Application Deadline: August 5, 2022

Position: Police Chief

FLSA Classification: Exempt

Salary Range: \$80,000 – \$125,000 / annually, DOE

Benefits: Paid holidays, vacation, sick leave, employer contribution to PERSI retirement, medical, dental, vision.

Responsibilities:

- Work with and oversee a growing department of up to ten officers: two administrative staff
- Perform patrol and all other duties performed by an officer
- Guide and help officers to perform their duties according to applicable laws
- Train with, and train-up officers in job aspects needing improvement
- Manage officer work- and leave-schedules to minimize or avoid overtime
- Set and manage department budget, be fiscally responsible, understand the restrictions of a small-town budget
- Assist in updating policies and procedures to match changes in law and techniques
- Other duties as assigned

Work Schedule: Normally, Monday – Friday, 8:00 am – 5:00 pm.
Shifts, weekends, and holidays vary depending on department needs as determined by the Police Chief

Minimum Qualifications:

- POST certified
- Honorable discharge if military service
- Attendance at an accredited college or university
- Eight years of patrol experience and police department leadership experience
- Proficient computer skills in Microsoft Word and Excel

HIRING PROCESS: Submit the following application information to City of Middleton, P.O. Box 487, Middleton, Idaho 83644 or email to citmid@middletoncity.com. Incomplete applications will not be considered. Selected applicants will be invited to interview in Middleton week of August 8, 2022

- Cover letter
- Copy of POST and university certifications
- Resume
- Contact information for three professional references
- City employment application (available online at www.middleton.id.gov)
- Writing Sample (instructions below)

Writing Sample: Please respond to the following by typing your responses, double-spaced, one response per page, and one-page limit per response.

1. What is your role, and the police department's role, in building a community?
2. What is the nature and scope of the relationship between the following:
 - a) Chief and Mayor?
 - b) Chief and City Council?
 - c) Officers and Mayor?
 - d) Police department and other city departments?

If selected, an applicant will be given an employment offer subject passing the following: 1) **background check** - including criminal, work and credit history, and references; 2) **psychological, medical, physical fitness, and polygraph exams; and 3) substance screening**. Unsatisfactory results from the background check, exams or screening will disqualify an applicant, as will providing inaccurate information or withholding or concealing information during the hiring process.