

Town of Hayden, CO

Chief of Police

Salary Range:
\$99,000—\$126,352 - (DOQ)
Plus excellent benefits

The Town of Hayden, CO is being assisted by KRW Associates, LLC.

Submit application materials to: apply@KRW-Associates.com

Deadline: March 20, 2023 (5:00 PM Mountain)



The Town & Surrounding Community

The Town of Hayden is a growing community, located in Routt County, Colorado. Hayden, known as the heart of the Yampa Valley, is a small town with a deep history in western Colorado. It's located on the banks of the Yampa River between Craig and Steamboat Springs on what was known as the transcontinental Victoria Highway, now known as Highway 40.

The Yampa Valley Regional Airport is located in the Town and brings many visitors into the area to enjoy a variety of activities. Hayden has a population of approximately 2,000 residents with an outside influence area of another 500 people that call Hayden home. Hwy 40 brings over 7,000 car trips per day through Hayden, (3,500 east and 3,500 west) and resides at an elevation of 6,434 feet within Routt County.

The area provides unprecedented access to the great Colorado outdoors, including skiing at the famous Steamboat Mountain, hiking, fishing, hunting, and a variety of other outdoor activities. Although the town is facing the challenges associated with growth, costs and community development, the setting and community make it a wonderful place to live, work and play.

Hayden, a full-service municipality was incorporated in 1906, and was first surveyed in the 1870s by geologist Ferdinand V. Hayden, who later became the namesake of the town.

Settlers arrived a few years later in 1874 and although they were few and far between, their agricultural endeavors put Hayden on the map. It took almost 40 more years for the railroad to reach town, but a depot was finally constructed in 1913. This allowed the already prospering farms in Hayden to finally export their goods to further places. Economic advancement inspired the community to gather for a celebration, thus the Routt County Fair was born. Shipment of wheat, oats, barley and sheep were hugely popular into the 1960s when rail transport finally ceased from town. The transport of agricultural goods was quickly replaced with coal, which is still transported and exported today (although coal is now transitioning.)



Today, Hayden retains the same small town values it always has, and it building a new economy that is transitioning away from coal production and is recognized as one of the leading small rural towns in Colorado making the transition vibrant.

To learn more go to: [Our Town - Town of Hayden, Colorado](http://OurTown-TownofHaydenColorado.com) (haydencolorado.com)



The Police Department

The mission of the Hayden Police Department is to provide outstanding, skillful, and responsive public safety services to the citizens both within, and outside of, the Town of Hayden. The members of the Hayden Police Department strive to be approachable to the public; consistently and compassionately enforce laws; provide services requested and needed by the public; and commit to the goal of achieving a safe, crime-free community. Through partnership with our citizens, other government agencies and the public, the police department strives to exemplify professionalism and do honor to the position of police officer. The Hayden Police Department views all residents, visitors, and businesses as our customers, and actively conducts ourselves in a fashion worthy of respect. The department currently has five authorized sworn positions, adding another combination of sworn officer/animal control, - and one non-sworn position that manages the front desk and the evidence function.



The Position

The Town of Hayden is looking for an inspirational leader who has a passion for public service. As a smaller organization, this will be a great opportunity to lead a professional team. The Town of Hayden operates under a Council-Manager form of government and the Police Chief reports to the Town Manager. The Police Chief is a Town leader who serves as a key member of the Executive Leadership Team translating the Town's Master Plan into action through development of policies, leadership, care of people, innovation, resource allocation and management. The position directs police department activities in fulfillment of the Town's Vision, Mission, and Purpose statement, and Values.

This Chief position is a "Working Chief" meaning that the Chief is expected to sometimes help with regular shifts, be on patrol as may be needed, and handle other duties that sworn officers do day-to-day. This will not always be the case, but the expectation is that this position will be a combination of both working and managerial.

Primary duties involve overseeing all administrative and professional work in planning, organizing, and directing the Town of Hayden's Police Department.

Responsibilities include determining major departmental policies; planning long-term programs; supporting town-wide and department sustainability, innovation, and communication efforts; and making difficult personnel, technical, and administrative decisions.

Work includes assuring accomplishment of the objectives of the Police Department through the direct and indirect supervision of all personnel assigned to the department. Work will require attending some evening meetings (mainly Town Council) and occasional weekend meetings/events. The Police Chief performs work with wide latitude for independent judgment and action, and the Town Manager reviews work through conferences, reports, and success of the department's programs and activities.

Responsibilities & Necessary Skills

- Assume full management responsibility for all department services and activities including patrol, maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; formulate, develop, and administer policies and procedures.
- Demonstrate strong leadership and unquestioned integrity, who is knowledgeable of current public safety best practices.
- Manage the development and implementation of department goals, objectives, policies, and priorities.
- Establish, within Town policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as necessary.
- Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
- Represent the department to other Town departments, elected officials and outside agencies; coordinate department activities with those of other departments and outside agencies.
- Provide staff assistance to the Town Manager and Town Board; prepare and present staff reports and other necessary correspondence.
- Provide staff support to assigned boards and commissions.
- Confer with citizens and Town officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Seeking a strong leader with unquestioned integrity, who is knowledgeable of current public safety best practices.



Responsibilities & Necessary Skills (continued)

- Ensure responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
- Initiate internal investigations when appropriate and provide corrective action as needed.
- Review and analyze reports, legislation, court cases, and related matters; prepare the initial responses for legal actions.
- Provide truthful, and credible testimony in all judicial proceedings.
- Direct qualified staff to maintain inventory and control of all evidence and recovered property.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.



Key Challenges & Opportunities

The successful candidate will:

- Be a creative thinker and problem solver.
- Support the vision of improving customer service and community engagement.
- Provide leadership to a strong dedicated team.
- Embrace a rural, landmark, historic community.
- Become a member of a strong and progressive leadership team in the Town.
- Ensure public confidence in the integrity of the Department.





Minimum Qualifications

- Ten years of Law Enforcement experience
- Five or more years at the rank of Sergeant or higher with supervisory or management experience.
- Bachelor's degree preferred; however an equivalent of experience, training and formal education may be considered.
- Possess and maintain a valid Colorado driver's license with an acceptable record.
- Colorado P.O.S.T certified or eligible to become P.O.S.T. certified within six months of hire.

Preferred Qualifications

- Advanced Leadership training such as the FBI Academy, Northwestern School of Staff and Command or Senior Management Institute for Police (SMIP) or the ability to acquire such certifications within a reasonable amount of time / within the first year on the job.



Compensation & Benefits

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- Paid Vacation and Sick leave includes monthly accruals (starts at three weeks per year)
- 100% coverage of Health, Dental and Vision insurance for the employee and family.
- Retirement through ICMA-RC includes a 7% match from the town
 - Roth IRA option also available.
- Twelve-week family leave plan exclusive of personal time off.
- Liberal yearly training budget.
- **Additional benefit:** The Town has secured housing that could be exclusive for the chief and a small family (it's a two bedroom house) or shared with another Town employee as roommates.



To Apply

Application materials will be accepted electronically at: apply@KRW-Associates.com

Attach a cover letter, resume and contact information for 6 professional references.

Deadline: March 20, 2023 (5:00 pm Mountain)

Questions should be directed to: info@krw-associates.com

Managing Partner Lynn Johnson or Associate Gina McGrail

303-435-4138 | 303-249-9572.

The Town of Hayden, CO is an equal opportunity employer.

