

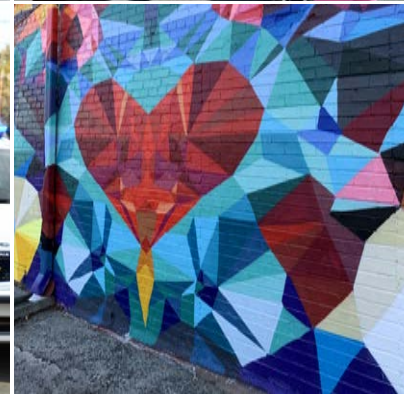
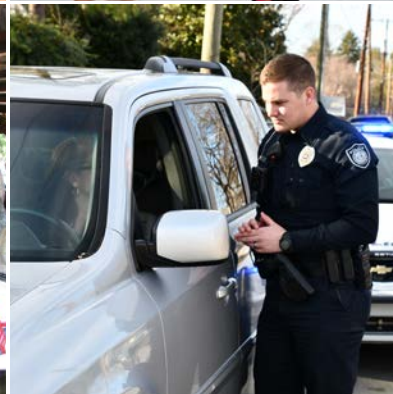
**Position
Recruitment
Brochure**

position of:



Police Department
CITY OF BURLINGTON

POLICE CHIEF



Belong In Burlington

Human Resources Department
237 West Maple Avenue
Burlington NC 27215
336-222-5105
www.BurlingtonNC.gov



@BurlingtonNC



@BurlingtonNC_PD

The Community

Burlington is a mid-sized community of approximately 55,000 located along Interstates 40 and 85 in central North Carolina. Only 25 minutes from either the Raleigh-Durham or Greensboro metro areas and only three hours from both the mountains and the coast, Burlington is in the center of anywhere you want to be. Burlington offers a high quality of living at an affordable price featuring vast recreational opportunities, retail and cultural amenities, nationally ranked healthcare facilities, and direct access to superior universities.



The City of Burlington was founded in 1893 as a railroad maintenance hub. The community has a deep textile heritage but has evolved with the changing economy and is now home to many nationally recognized companies such as LabCorp, Honda Aero, Carolina Biological, and Glen Raven/ Sunbrella.

The City operates under a Council-Manager form of government and is led by a five-member City Council elected at-large. Burlington is a full-service municipality with 17 departments: administration, finance and risk management, human resources, city clerk, economic development, information technology, inspections, planning, engineering, transportation, public works, animal services, water resources, legal, police, fire, and recreation & parks.



Police Quick Facts

179 EMPLOYEES

139 SWORN OFFICERS

\$18.2 MILLION DOLLAR OPERATING BUDGET

31.3 SQUARE MILES

30+ YEARS OF ACCREDITATION THROUGH CALEA

Challenges and Opportunities

The new Burlington Police Chief will be expected to work collaboratively with elected officials, city management staff, department employees, and community stakeholders to address the following:

- As a key member of the City Manager's leadership team, the Chief will need to embrace 21st Century Policing Principles, identify and promote best practices that have been successful in the nation, demonstrate consistency in delivery of police services, and motivate others to embrace diversity within the Police Department and the community. This includes serving as a change agent who articulates a vision of excellence and community involvement that values delivery of an appropriate level of human services rather than older policing models and approaches.
- Burlington values the rich diversity that exists within the community. The new Chief will be expected to meaningfully and purposefully engage all cultural and racial components of the entire community to build trust among stakeholders concerning the delivery of police services.
- Cultivate mutually supportive relationships with local and regional policing partners to include the Sheriff's Office, state/federal law enforcement officials, and surrounding municipal policing jurisdictions.
- Violent crime, with roots in the nearby Piedmont and Triangle regions of NC, is a constant challenge. Prevention of gun violence, including instances of youth violence, has been a priority for the department. The department actively engages with multi-jurisdictional drug and gang prevention efforts that have netted major arrests. These efforts must remain at the forefront of the department's priorities.
- Some segments of the community have expressed frustration and fear related to what is perceived as limited attention and solutions on low-level street crime and officers not being able to deter crime due to limited visibility in many neighborhoods. The new Chief will need to address these issues with particular attention to areas such as east and north Burlington.
- Retention of a highly skilled and diverse workforce will need to be a major focus for the new Chief. This focus should promote a department culture that encourages input from all levels of the department, values critical thinking by all staff, recognizes the importance of high-quality training (internal and external), supports professionalism and continuous learning through accreditation, succession planning, and professional development.
- The challenges of a younger workforce demand a leadership strategy that works across generations to achieve success. This strategy should meet the expectations and needs of a multi-generational workforce where all staff members feel valued and appreciated. Successfully navigating these challenges will help improve the department's retention rates.
- The City recently created a Community Police Advisory Team (CPAT) with the following mission: "To provide advice and recommendations to the City Manager and Police Chief to improve the quality of policing in Burlington in a cooperative effort between the community and the police by reviewing and recommending policy enhancements to better meet the needs of the community, provide and support a training curriculum that allows for police and community experiences to both be shared and understood with greater context, and analyzing existing public records all of which results in improved perception of procedural justice, and enhanced trust of the police."

The members of CPAT are engaged and are seeking ways to have a meaningful impact related to quality community policing. The Chief is expected to be an integral part of the Team's success by valuing and encouraging Team input related to community policing issues focused on enhancing community trust, collaborating with other community groups, and promoting professionalism and community engagement by the police department.

- The current leadership of the department has successfully engaged themselves in the community through structured events/programs such as National Night Out, community watch, Park & Play for kids in tandem with the Recreation Department, Community Police Academy, Junior Police Academy for youth, but more importantly has worked to build personal relationships with community stakeholders and influencers. The new Chief will need to build upon this foundation by being visible in all sectors of the community, effectively using diverse communication tools, and promoting transparency and consistency of message related to all actions of the department.

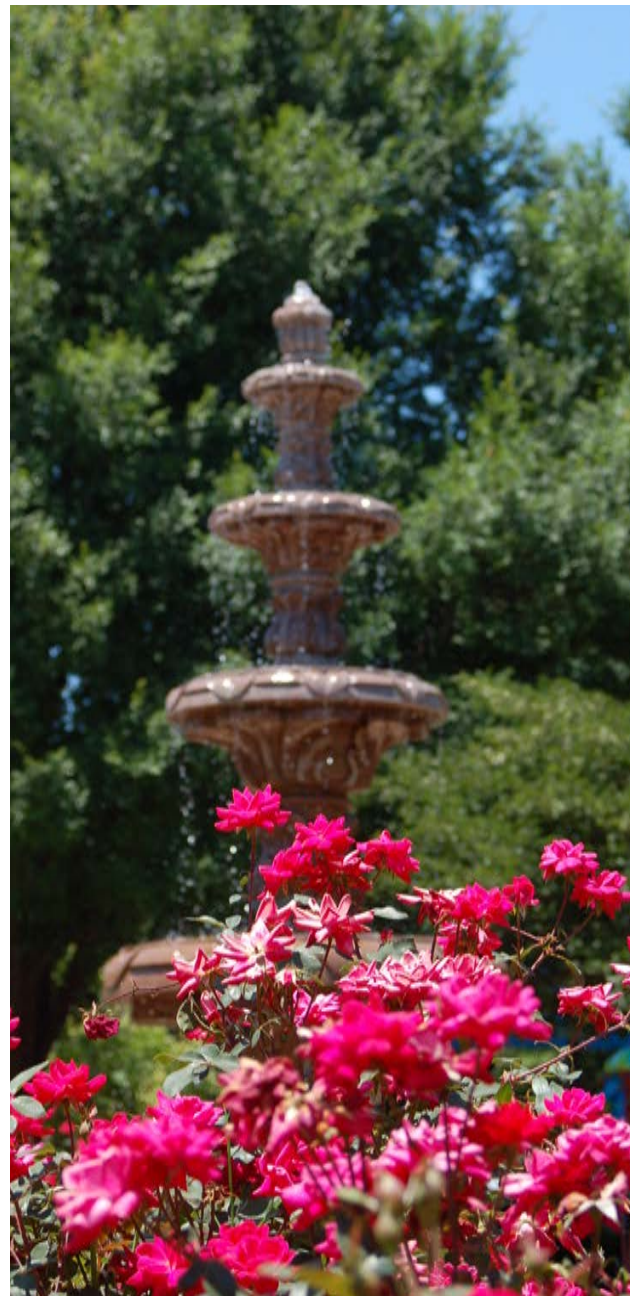
- The unique challenges of the mental health needs in the community and the impact on the department's daily activities is noted as critical by department staff and community members. Focus, attention, and commitment to programs currently employed by the department such as embedded crisis counselors for adults and youth and the Crisis Intervention Team (CIT) training for department staff is important. The City is interested in expansion and growth of these programs in the future.
- Be sensitive to the range of ideas by the elected officials related to community policing by developing and promoting short/long term goals for the department that align with the City's current comprehensive and strategic plans. One example is the current discussion related to funding and construction of a new police department facility. The new Chief will be expected to provide guidance to the City Council and City Manager to correctly scope and size the prospective facility and identify funding options as this project matures.

Job Duties and Responsibilities

- Establishes Department goals, long-range plans, objectives, policies, directives, regulations, and procedures in accordance with the City guidelines; continually monitors and evaluates the effectiveness and responsiveness of the Police Department
- Supervises all departmental personnel through subordinate supervisors; sets priorities; evaluates the department and its personnel
- Appoints, promotes, evaluates performance and dismissal of departmental personnel in accordance with established policy and procedure, and in accordance with the supervisors, City Manager, and Human Resources Department
- Prepares and recommends annual budget in consultation with the City Manager, for presentation to the City Council; seeks operational efficiencies and cost savings in the department; applies for grants to supplement departmental program or capital funds; seeks alternate revenue sources wherever possible to assist with the City's or department's mission
- Fosters departmental relationships and interacts with other City and County officials, community and business leaders, members of the clergy, and the public regarding law enforcement and relational policing activities with a view towards establishing and maintaining long term and sustainable relationships and partnerships with those who live in, work in and visit the City of Burlington
- Recruits, selects, and oversees the training of professional staff and sworn police personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline
- Meets with supervisory staff of all ranks on a regular basis
- Receives and investigates inquiries or complaints from the public concerning police activities and services
- Prepares reports of crime and accident activity and police department activities in relationship to this information; analyzes data for trends
- Directs emergency communications and dispatching activities
- Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities
- Meets with community members, sometimes disparate, and provide consensus-building and cohesion regarding modern policing approaches or collaborative approaches to policing in the community
- Promotes the department's work and goals to the public through individual contact and addresses to civic groups, school groups, and other community-based organizations; serves as Agency representative and takes active role in citizens committees, including the City's Community Police Advisory Team (CPAT)
- Provides information relative to area of job responsibility through instruction, education, and public presentation about programs, services provided and or government actions
- Develops emergency response plans and oversees their implementation during emergency situations

The Ideal Candidate

The City of Burlington, North Carolina is seeking an experienced and passionate leader to serve as Police Chief. The successful individual must be a strong and visionary leader who is team-oriented, possesses exceptional communication skills, and utilizes a management style that supports mutual trust and openness among all levels of the Department's operations and within the Community. The Police Chief will be a key member of the City's leadership team possessing highly developed communication and presentation skills with an ability to perform well under pressure and meet deadlines. The successful candidate will have in-depth knowledge and experience in the management of a municipal police department, providing a high level of community engagement and advanced crime prevention and problem-solving practices.



Minimum Qualifications

- Bachelor Degree in public administration, criminal justice or related degree in business, psychology, sociology, or communications required; Master's Degree preferred
- Ten (10) years of progressive experience in police work, of which at least five (5) of those years must have been at the Command Staff/Executive Leadership in a department with similar complexity to the Burlington Police Department
- Completion of a major law enforcement management training program such as the FBI National Academy, Northwestern Center for Public Safety's School of Police Management and Command, NC State University Administrative Offices Management program, the Southern Police Institute's Administrative Officers Course, the Police Executive Research Forum's Senior Management Institute for Police or the IACP's Leadership in Police Organizations course;
- Must possess or acquire, within 60 days, a valid North Carolina driver's license, and possess or acquire, within one year, North Carolina Criminal Justice Standards Training Certification for Police Officers.



Accolades

2015- NAACP President's Award

The National Association for the Advancement of Colored People

2016- Valor Award (Runner -up)

Destination Zero, an initiative of the National Law Enforcement Memorial and Museum

2017 – Valor Award Winner

Destination Zero, an initiative of the National Law Enforcement Memorial and Museum

2018- Gang Unit of the Year

NC Gangs Association

2019-One Mind Pledge

International Association of Chiefs of Police

2019- NENA Awards for Excellence in Communications

National Emergency Number Association

2019 - NCPEA Executive of the Year

North Carolina Police Executive Association

2020- PERF Gary Hayes Award

Police Executive Research Forum

2020- Accreditation Manager Award

Commission on Accreditation for Law Enforcement Agencies

2021- Telecommunications CALEA Accreditation

Commission on Accreditation for Law Enforcement Agencies

The Burlington Police Department is committed to improving the quality of life, in partnership with our community, through fair and professional police services.



Compensation and Benefits

- Salary for this position will be established commensurate with experience and qualifications of the selected candidate. Starting salary is expected to be in the range of \$110,000 to \$141,000.
- Comprehensive benefits package including state retirement, health, dental, flexible spending, tuition reimbursement, on-site health clinic, life insurance, long term care and various voluntary benefits. The City offers a generous leave program including vacation and sick leave, as well as eleven (11) paid holidays.
- The City of Burlington offers 5% of pay as a city paid contribution to the employee's 401-K program managed by NC Office of the State Treasurer.
- The Burlington Police Department has a "state of the art" exercise and fitness facility that is free for all police staff.
- Take home vehicle and cell phone for business use will be provided by the City.
- Negotiable relocation expenses.



How to Apply

Interested applicants must submit by email a cover letter, resume, at least five job-related references, and salary history no later than close of business on **June 14, 2021** to: **Lisa Ward**, Senior Associate, Mercer Group Associates, at **lisaward912@gmail.com**.

Please direct any questions to Lisa Ward at 706-983-9326. Mercer Group will begin the process of developing a short list of candidates for additional vetting after closing of applications on June 15, 2021. Interviews will be conducted the week of July 19, 2021.

Alan Reddish, Senior Associate
107 Indigo Lane, Athens, GA 30606
Cell: 706-614-4961



MERCER GROUP ASSOCIATES