

Police Chief

CITY OF NEW RICHMOND, WI

The City Beautiful



WHO WE ARE

Thank you for your interest in the City of New Richmond and the Chief of Police position within the New Richmond Police Department. Beyond the bricks and mortar, streets and open spaces, the City of New Richmond is made up of inspiring natural areas, amazing schools, eclectic businesses, and community members that support the common good. The City Beautiful isn't just a "town-motto," it serves as a phrase that inspires our local government to serve people with dignity and respect, to create a unique sense of place, and sets the bar of governmental action to the highest standards. We are the City Beautiful and will continue to strive to maintain this commitment in the years ahead.

Below are some examples of who we are:

Quality of Life - School and Family

New Richmond has proven to be progressive when promoting community development and growth opportunities. The community's school district has moved swiftly into the future, building a new elementary school in 2008 and adding a new high school in 2010. The New Richmond School District educates some 3,265 students each year in five major buildings, and St. Mary's parochial school also offers K-8 education in an impressive education center. We are proud of the job our schools do in educating our children, and we all support our students' progress toward excellence. New Richmond is also home to Wisconsin Indianhead Technical College (WITC), offering a variety of two-year, career-oriented courses of study. WITC is ranked 4th in the nation among community colleges.



Economic Development - Great Things Are Happening Here!

Next to the college is New Richmond's Business and Technical Park, which has a number of small to medium-sized industries, including; Phillips-Medisize Corporation, St. Croix Press, Bosch Packaging, Isometric Tool & Design, and Federal Foam Technologies, just to name a few. Some of the newer businesses to call New Richmond home include 45th Parallel Distillery, Accelerated Plastics, Barley John's Brewing Company, and St. Croix Power Sports. Businesses that have called New Richmond home for a number of years include Liquid Waste Technologies and Lakeside Foods, which employ hundreds of area residents!



Health Care - Regional Hub

New Richmond is a hub for regional health care. Westfield's Hospital and Clinic, as well as the state of the art Cancer Center of Western Wisconsin, operate out of an expanded and remodeled healthcare campus.



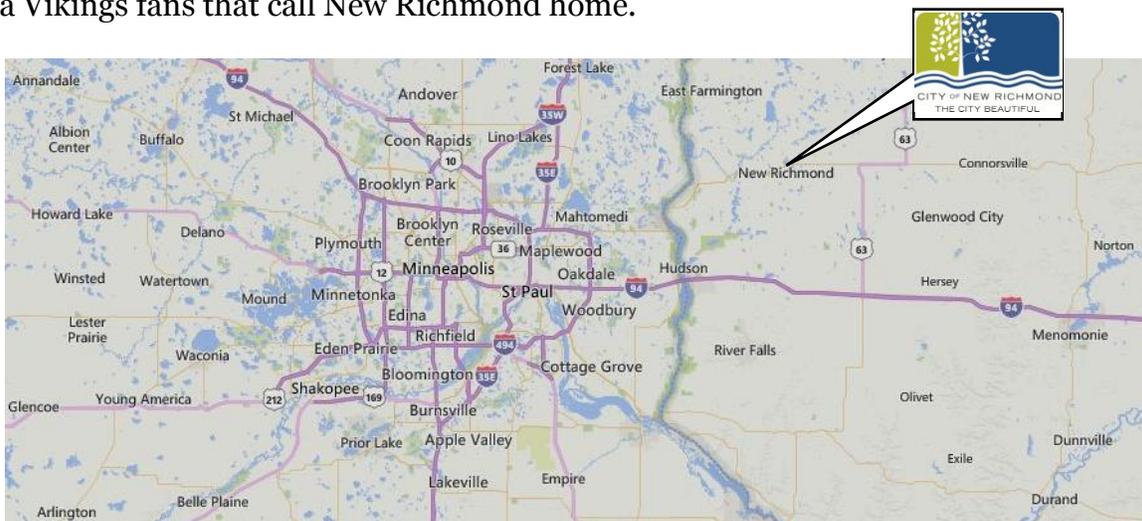
Recreation and Open Space

For recreation, New Richmond is ahead of many communities of similar size. We have over 225 acres of active and passive parkland, and in 2014, we installed new irrigated soccer fields at Freedom Park. We recently added a new off-leash dog park – a great addition to our community. Whether you are looking to take in a game of baseball, softball, golf, or simply want to enjoy our trails system, we have much to offer! The New Richmond Area Centre touts a first-class aquatic center, gym, meeting rooms, and exercise space. The New Richmond Golf Club is one of the premier golf courses in Wisconsin. Cultural assets include the Heritage Center and its historical museum, the Saturday morning farmer's market, the Old Gem Theater, an eight-screen stadium seating movie-theater, The SPACE, and the locally-based Willow River Players.



Proximity to the Metropolitan Area

New Richmond is nestled just across the border from Minnesota. A short drive is all it takes to attend national and international events within the Minneapolis-St. Paul area. While being a Packers fan is not a requirement for the position, there exists a great mix of transplant Minnesotans and, yes, Minnesota Vikings fans that call New Richmond home.



WHY CHOOSE THE NEW RICHMOND POLICE DEPARTMENT?

The New Richmond Police Department has a strong history of providing top-notch patrol and investigative services to the residents of the City of New Richmond. The staff of the New Richmond Police Department is committed to providing excellent service to the community in pursuit of the highest quality of life for our citizens. This commitment, coupled with our officers' professionalism and knowledge, allows them to enjoy a high level of public trust and build strong community partnerships. The department has experienced significant growth over the last decade, and it is anticipated that the growth trend will continue, due in part to the completion of the St. Croix River Crossing and increased population growth in St. Croix County as a whole. With growth, comes opportunity. The department has a tremendous Field Officer Training (FOT) Program that produces highly trained recruits that have great potential to learn and excel under the right leadership. In the words of one staff member, the department is "on the verge of greatness."



If you are a forward thinker, who possesses the ability to build strong connections both within and outside of the department and the community, we are looking for you!

THE POSITION

The New Richmond Police Department has 18 full time employees, of which 16 are sworn Officers (Chief, Lieutenant, two Patrol Sergeants, three Detectives, and nine Patrol Officers) and two civilian employees. The Police Department has a 2016 Adopted Budget of \$1.8 million. The Police Chief is appointed by the Police & Fire Commission, and reports to the Mayor and City Council.

The New Richmond Police Department is seeking to engage the community with renewed emphasis on community policing, enhancing leadership at all levels of the organization, and continues the modernization of policing techniques with a focus on a neighborhood-based, problem-oriented, and intelligence-led approach. An experienced law enforcement officer with exceptional leadership skills and ability to serve as a change agent is sought for this position.

THE IDEAL CANDIDATE

The City is seeking candidates with strong leadership and communication skills. Candidates must be familiar with progressive policing principles and have a demonstrated record of success in developing effective relationships at all levels of the organization and throughout the community. Candidates must be committed to a management style that promotes a positive, creative, and supportive departmental environment. A commitment to the professional development of all employees in the department is very important. Labor relations experience and a history of successful partnerships with the community and other supporting agencies are essential.

CORE COMPETENCIES

The following are core attributes that the Police and Fire Commission would like to see in the future Chief of Police for the City of New Richmond:

1. Communicates openly and effectively with a diverse group of stakeholders
2. Well-trained, especially in community policing and drug enforcement
3. Demonstrates respect for those who serve and for those within the community, the Police and Fire Commission, and the City Council
4. Invested in building greater relationships and engaging with the community
5. Leader
6. Mentor and coach
7. Demonstrates personal and professional integrity
8. Collaborates well with others
9. Problem solver
10. Supports rank and file
11. Open to feedback and constructive criticism



QUALIFICATIONS

Minimum qualifications include a bachelor's degree in a closely related field, and executive management certifications including the FBI National Academy, Northwestern University Center for Public Safety or other similar State and or National programs are desired. Candidates must also have at least 15 years of experience in municipal law enforcement, with at least 5 years of experience as a Sergeant, Lieutenant, Captain, Assistant Chief, or Chief. Candidates must be a sworn officer in the State of Wisconsin, or possess the ability to become Wisconsin Law Enforcement Training and Standards Board certified within a reasonable time frame.

COMPENSATION & BENEFITS

The City of New Richmond offers a competitive fringe benefit package to regular employees working at least 20-30 hours per week depending on the benefit type. This includes holiday pay, paid time off, health, dental, vision, life, long-term disability, and state retirement. Premium costs are shared with the employee and can be deducted from your pay pre-tax. Additional voluntary insurances are also offered and include; short-term disability, cancer protection, and injury and accident insurance. Salary at appointment is dependent on qualifications and experience.

APPLICATION PROCESS

All applicants shall submit the following application materials:

- Application and responses to supplemental questions
- Cover letter
- Current résumé
- Contact information for three professional references

To apply for this exciting career opportunity, please send all of the application materials listed above in electronic format to:

Kari Kraft
HR Manager/Executive Assistant
City of New Richmond
kkraft@newrichmondwi.gov

Applicants will receive a notice of confirmation within two business days that their application materials were received. If you have questions, please call Kari Kraft at 715-246-4268.

The City of New Richmond is an Equal Opportunity Employer.

SEARCH SCHEDULE

Position Announcement:	March 10
Application Deadline:	April 11
Review of Applications:	April 14
First Interviews:	April 20
Recommendation of Candidates:	April 21
Second Interviews:	May 2

COMMUNITY INFORMATION

Candidates are also encouraged to explore the City of New Richmond's website and social media accounts to learn more about the community and current news and events.



www.newrichmondwi.gov



www.facebook.com/CityofNewRichmond



[@newrichmondwi](https://twitter.com/newrichmondwi)



APPLICATION FOR EMPLOYMENT LAW ENFORCEMENT, JAIL OR SECURE JUVENILE DETENTION OFFICER

NOTICE: All questions must be answered. Incomplete or illegible applications will not be considered. If the space provided is insufficient for complete answers or you wish to furnish additional information, please attach additional pages.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security # (xxx-xx-xxxx)
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Have you successfully completed the basic training required for certification (i.e. 520-hour law enforcement academy)? **Yes** **No**

If yes, what type(s) of basic training have you successfully completed? Law Enforcement Jail Secure Juvenile Detention

If applicable, include the name of the school where you completed basic training and the date that training was completed:

Are you at least 18 years old? **Yes** **No**

Are you a United States citizen? **Yes** **No**

Do you have a high school diploma, GED or HSED? **Yes** **No**

Do you have an Associate Degree or 60 associate degree level college credits or higher? **Yes** **No**

If **No**, were you employed as a law enforcement officer prior to February 1, 1993? **Yes** **No**

The college credit requirement as written in Wisconsin Administrative Code § LES 2.01(1)(e), pertains to law enforcement and tribal law enforcement officers first employed on or after February 1, 1993.

Have you ever been convicted of a felony? **Yes** **No**

Have you ever been convicted of a misdemeanor crime of domestic violence? **Yes** **No**

Are you prohibited by state or federal law from possessing a firearm? **Yes** **No**

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? **Yes** **No**

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	<i>Full-Time</i> <i>Part-Time</i>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes No	
Position and kind of work:	Reason for Leaving:	

4. MILITARY SERVICE

Branch of Service	From (mm/yyyy)	To (mm/yyyy)	Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty

Honorably Discharged from Military Service? Yes No Not Applicable

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

Name:

Position/Title/Profession:

Number of Years Acquainted:

Address:

City/State/Zip:

Telephone Number:

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Be sure to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed



SUPPLEMENTAL QUESTIONS

Please respond to the following three questions in a clear and concise manner.

1. Name three challenges that are currently facing modern day law enforcement, and describe your approach to how you would address these challenges.
2. Describe what it's like to work for you, and how others would describe your management and leadership style.
3. What is the most important aspect about being the Chief of Police?

Background Check Form

Date: _____

This form is to be used for the purpose of conducting a background check for employment for the City of New Richmond.

Full Name of Applicant:

First

Middle

Last

Date of Birth: _____

Driver License Number: _____

I, _____, authorize the New Richmond Police Department and or its officers to release information relative to me for purpose of a background check for employment with the City of New Richmond.

This authorization is good from _____ to _____.