



# THE CITY OF ARDMORE OKLAHOMA

INVITES YOUR  
INTEREST IN THE  
POSITION OF:

# CHIEF OF POLICE



# THE COMMUNITY

THE AREA, WHICH IS NOW THE CITY OF ARDMORE, WAS ORIGINALLY PART OF THE LOUISIANA PURCHASE AND WAS SETTLED BY THE CHICKASAW INDIANS IN 1862. AFTER THE ATCHISON, TOPEKA & SANTA FE RAILROAD LAID THEIR FIRST RAIL LINES IN 1887, GROWTH WAS STEADY IN THE ENSUING YEARS. THE SANTA FE RAILROAD AGENTS NAMED THE CITY AFTER ARDMORE, PENNSYLVANIA, NAMED AFTER ARDMORE BY-THE-SEA, IRELAND. INCORPORATED IN 1898, AND CURRENTLY WITH A POPULATION OF APPROXIMATELY 25,000 IT SERVES AS THE COUNTY SEAT FOR CARTER COUNTY.

LOCATED BETWEEN THE ARBUCKLE MOUNTAINS ON THE NORTH AND THE RED RIVER ON THE SOUTH, THE SOUTH-CENTRAL OKLAHOMA COMMUNITY OF ARDMORE IS SITUATED JUST EAST OF INTERSTATE 35 ON U.S.HIGHWAY 77. ARDMORE IS LOCATED IN EQUAL-DISTANCE BETWEEN OKLAHOMA CITY, OKLAHOMA, AND DALLAS, TEXAS, GEOGRAPHICALLY. THE CITY ENCOMPASSES 55.7 SQUARE MILES. AS OF 2019, THE AVERAGE JANUARY TEMPERATURE IS 53.1° WITH A JULY AVERAGE TEMPERATURE OF 83.8°. THE AREA RECEIVES AN AVERAGE OF 38.53 INCHES OF RAIN ANNUALLY.

NATIONALLY RECOGNIZED FOR ITS PROGRAMS OF COMMUNITY INVOLVEMENT, IMPROVEMENT AND BEAUTIFICATION EFFORTS, THE CITY HAS RECEIVED THE "ALL AMERICAN CITY" AWARD TWICE AND IS CURRENTLY A "CERTIFIED CITY." AWARDS HAVE ALSO BEEN RECEIVED RECOGNIZING THE MAIN STREET PROGRAM AND FOR EXCELLENCE IN INDUSTRIAL DEVELOPMENT PROMOTION. THERE ARE 11 PRIMARY AND SECONDARY SCHOOLS WITH APPROXIMATELY 7,000 STUDENTS.

# CITY GOVERNMENT

WHEN THE CITY WAS INCORPORATED IN APRIL 1898 IT ESTABLISHED THE "COMMISSION-MANAGER" FORM OF GOVERNMENT. THE CITY COMMISSION IS COMPRISED OF FIVE MEMBERS, ONE OF EACH FROM THE FOUR WARDS AND ONE AT LARGE. THE MAYOR AND VICE-MAYOR ARE ELECTED EACH YEAR FROM THEIR MEMBERSHIP. THE CITY HAS A TOTAL BUDGET OF \$119 MILLION INCLUDING THE POLICE DEPARTMENT BUDGET OF \$6.4MILLION.

THE CITY HAS 288 EMPLOYEES IN THE DEPARTMENTS OF ADMINISTRATION, FINANCE, HUMAN RESOURCES, COMMUNITY DEVELOPMENT, PARKS AND RECREATION, PUBLIC UTILITIES, ENGINEERING, LIBRARY, AND FIRE. THE POLICE DEPARTMENT HAS A TOTAL OF 59 MEMBERS, INCLUDING THE POLICE CHIEF.

THE CITY COMMISSIONERS WORK CLOSELY WITH THE CITY MANAGER AND WITH MEMBERS OF THE PUBLIC TO ADDRESS ANY CONCERNS AND TO ENSURE THAT THE "VOICE OF THE CITIZEN" IS HEARD.

CANDIDATES ARE ENCOURAGED TO VISIT THE CITY'S WEBSITE AT: [HTTP://ARDMORECITY.ORG](http://ardmorecity.org) TO LEARN MORE ABOUT THE CITY'S ORGANIZATION AND COMMUNITY.



# THE POSITION

GUIDED BY THEIR MISSION STATEMENT AND LEAD BY THE POLICE CHIEF, THE ARDMORE POLICE DEPARTMENT IS COMMITTED TO PROVIDING PROFESSIONAL POLICE SERVICES THROUGH COMMUNITY COOPERATION, CREATING REALISTIC SOLUTIONS TO PROBLEMS, MAINTAINING RESPECT FOR INDIVIDUALS' RIGHTS AND ENHANCING THE QUALITY OF LIFE FOR THE COMMUNITY.

AS HEAD OF THE DEPARTMENT, THE POLICE CHIEF PROVIDES VISION AND LEADERSHIP FOR THE STRATEGIC DEVELOPMENT AND MANAGEMENT OF THE POLICE DEPARTMENT TO SUPPORT THE ORGANIZATIONS MISSION AND STRATEGIC GOALS. WHILE NOT INCLUSIVE OF ALL RESPONSIBILITIES, THE MAJOR RESPONSIBILITIES ASSIGNED TO THE POLICE CHIEF INCLUDE:

- PLAN, ORGANIZE, DIRECT AND REVIEW DEPARTMENT OPERATIONS AND BUILD TRUST WITHIN THE DEPARTMENT, CITY STAFF AND THE COMMUNITY.
- PLAN, DIRECT AND COORDINATE THROUGH SUBORDINATE LEVEL MANAGERS, THE POLICE DEPARTMENTS WORK PLAN: ASSIGN PROJECTS AND PROGRAMMATIC MEASURES OF RESPONSIBILITY; REVIEW AND EVALUATE WORK METHODS AND PROCEDURES; MEET WITH MANAGEMENT STAFF TO IDENTIFY AND RESOLVE PROBLEMS.
- SELECT, TRAIN, MOTIVATE, AND EVALUATE POLICE DEPARTMENT PERSONNEL; PROVIDE OR COORDINATE STAFF TRAINING; WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES; IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES. SUPERVISE AND DEVELOP THE ADMINISTRATION OF AN EFFECTIVE PERSONNEL EVALUATION PROGRAM.
- ENSURE RESPONSIVE, APPROPRIATE SERVICE DELIVERY BY CONFERRING WITH CIVIC, PROFESSIONAL, SERVICE, FRATERNAL, AND OTHER COMMUNITY GROUPS. ESTABLISH, WITHIN CITY POLICY, APPROPRIATE SERVICE AND STAFFING LEVELS; MONITOR AND EVALUATE THE EFFICIENCY AND EFFECTIVENESS OF SERVICE DELIVERY METHODS AND PROCEDURES; ALLOCATE RESOURCES ACCORDINGLY.
- PLAN AND DIRECT POLICE TRAINING PROGRAMS.
- APPRAISE WORK CONDITIONS AND TAKE NECESSARY STEPS TO IMPROVE POLICE OPERATIONS.
- REPRESENT THE POLICE DEPARTMENT TO OTHER CITY DEPARTMENTS, ELECTED OFFICIALS AND OUTSIDE AGENCIES; COORDINATE POLICE DEPARTMENT ACTIVITIES WITH THOSE OF OTHER DEPARTMENTS AND OUTSIDE AGENCIES.
- CONFER WITH CITIZENS AND CITY OFFICIALS ON LAW ENFORCEMENT PROBLEMS AND ASSIST IN THE DEVELOPMENT OF INNOVATIVE MUNICIPAL LAW ENFORCEMENT POLICIES.
- 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.
- OVERSEE THE SUPERVISION OF THE MAINTENANCE OF INVENTORY AND CONTROL OF ALL EVIDENCE AND RECOVERED PROPERTY.
- RESPOND TO AND RESOLVE DIFFICULT AND SENSITIVE CITIZEN INQUIRIES AND COMPLAINTS
- ANY OTHER ASSIGNMENTS OR DUTIES AS MAY BE NECESSARY





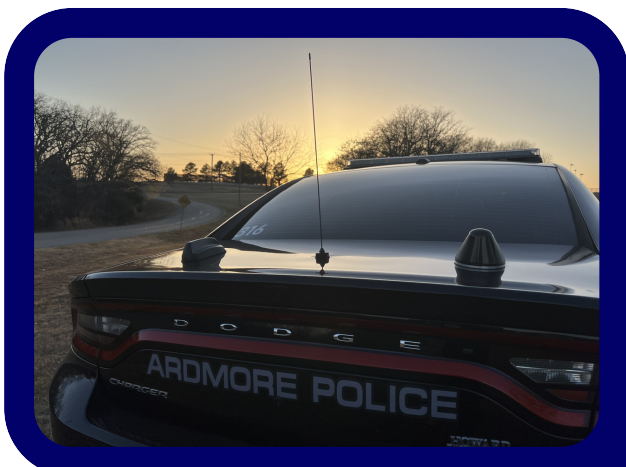
# DESIRED CAPABILITIES

THE SUCCESSFUL POLICE CHIEF CANDIDATE WILL BE A PROACTIVE AND POSITIVE LEADER WHO EARNS THE RESPECT OF OTHERS, UNIFIES THEM, AND INSPIRES THEIR CONFIDENCE. THE POLICE CHIEF SETS CLEAR EXPECTATIONS, TAKES A GENUINE INTEREST IN THE MEMBERS OF THE DEPARTMENT AND IS APPROACHABLE AND ACCESSIBLE TO BOTH SWORN AND CIVILIAN STAFF.

BY CONSISTENTLY DEMONSTRATING INTEGRITY AND A COMMITMENT TO THE DEPARTMENT'S VISION AND CORE VALUES, THE POLICE CHIEF UPHOLDS THE CODE OF ETHICS AS WELL AS THE OATH TO THE CONSTITUTION. THEY CREATE A PROFESSIONAL WORK CULTURE THAT ENCOURAGES EMPLOYEE DEVELOPMENT AND RECOGNIZES EMPLOYEE ACCOMPLISHMENTS. THE POLICE CHIEF IS FORWARD-THINKING, INNOVATIVE AND RECEPTIVE TO NEW IDEAS.

A JUDICIOUS MANAGER OF RESOURCES AND PEOPLE, THE POLICE CHIEF MAKES DECISIONS BASED ON WHAT IS IN THE BEST INTERESTS OF THE CITY. AS AN ACTIVE PARTICIPANT IN THE CITY'S MANAGEMENT TEAM, THE POLICE CHIEF WORKS COLLABORATIVELY WITH OTHERS TO SOLVE PROBLEMS AND RESPOND TO REQUESTS FOR INFORMATION OR SERVICE.

THE POLICE CHIEF PROACTIVELY BUILDS EFFECTIVE RELATIONSHIPS THROUGHOUT THE COMMUNITY BY ATTENDING COMMUNITY EVENTS AND HAVING FREQUENT INTERACTION WITH CITY RESIDENTS. THE POLICE CHIEF IS COMMITTED TO CREATING AN ENVIRONMENT THAT ENCOURAGES SOLUTIONS AND IS COMMITTED TO PROVIDING PROFESSIONAL POLICE SERVICES THROUGH COMMUNITY COOPERATION, CREATING REALISTIC SOLUTIONS TO PROBLEMS, MAINTAINING RESPECT FOR INDIVIDUALS' RIGHTS AND ENHANCING THE QUALITY OF LIFE FOR THE CITY'S RESIDENTS. THE POLICE CHIEF COMMUNICATES EFFECTIVELY AND HONESTLY AND IS TRANSPARENT IN SHARING INFORMATION IN A TIMELY MANNER.





# EDUCATION AND EXPERIENCE

THE POSITION OF POLICE CHIEF REQUIRES THE FOLLOWING MINIMUM REQUIREMENTS TO BE MET:

- BE AT LEAST 21 YEARS OF AGE
- BE A CITIZEN OF THE UNITED STATES
- POSSESS AT LEAST A HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DIPLOMA (GED)
- BE CERTIFIED AS A PEACE OFFICER IN THE STATE OF OKLAHOMA BY THE COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET) OR MEET ALL REQUIREMENTS NECESSARY FOR CLEET CERTIFICATION AND OBTAIN SUCH CERTIFICATION WITHIN SIX (6) MONTHS OF ASSUMING THE POSITION OF POLICE CHIEF OR AS OTHERWISE ALLOWED BY 70 O.S. §3311.
- SUCCESSFULLY COMPLETE THE APPROVED COURSE OF TRAINING DEVELOPED BY THE OKLAHOMA ASSOCIATION OF CHIEFS OF POLICE (OACP) AND APPROVED BY CLEET WITHIN 12 MONTHS OF ASSUMING THE POSITION OF CHIEF OF POLICE.

IN ADDITION TO THE ABOVE MINIMUM REQUIREMENTS, THE FOLLOWING QUALIFICATIONS ARE PREFERRED:

- AT LEAST TEN FULL-TIME YEARS OF INCREASINGLY RESPONSIBLE LAW ENFORCEMENT EXPERIENCE, INCLUDING AT LEAST THREE YEARS MANAGEMENT EXPERIENCE AT THE LEVEL OF POLICE LIEUTENANT, POLICE CAPTAIN OR EQUIVALENT.
- EQUIVALENT TO A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSEWORK IN POLICE SCIENCE, CRIMINAL JUSTICE, PUBLIC ADMINISTRATION OR A RELATED FIELD.

# COMPENSATION AND BENEFITS

THE SALARY RANGE FOR THIS POSITION IS \$100,000 - \$110,000 DEPENDING ON QUALIFICATIONS AND EXPERIENCE. THE CITY OF ARDMORE OFFERS HEALTH, DENTAL AND VISION COVERAGE, EMPLOYER-PAID LIFE INSURANCE AND OTHER ANCILLARY BENEFITS. AN AUTO AND UNIFORM ALLOWANCE WILL ALSO BE PROVIDED.

# THE APPLICATION PROCESS

TO APPLY FOR THIS OUTSTANDING CAREER OPPORTUNITY, PLEASE VISIT OUR WEBSITE AT:

**[HTTPS://WWW.GOVERNMENTJOBS.COM/CAREERS/ARDMORECITY](https://www.governmentjobs.com/careers/ardmorecity)**

APPLICANTS MUST SUBMIT AN ONLINE APPLICATION WITH DETAILED INFORMATION IN EACH SECTION OF THE APPLICATION. IN ADDITION, A RESUME, COVER LETTER AND APPLICABLE TRANSCRIPTS MUST BE INCLUDED AS ATTACHMENTS. RESUMES WILL NOT BE ACCEPTED IN LIEU OF THE APPLICATION.

IF YOU HAVE ANY QUESTIONS REGARDING THIS POSITION OR THE RECRUITMENT PROCESS, PLEASE FEEL FREE TO CONTACT THE HUMAN RESOURCES DEPARTMENT AT 580-223-3425.

**THE APPLICATION FILING DEADLINE IS: FEBRUARY 18, 2024**

**AN EQUAL OPPORTUNITY EMPLOYER**

