

# Town of Elizabeth, CO

## Chief of Police

Salary Range:  
\$85,514—\$119,580 - (DOQ)  
Plus excellent benefits

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Seeking an inspirational  
experienced  
law enforcement leader  
who has a passion for  
public service.

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

Submit application materials to: [apply@KRW-Associates.com](mailto:apply@KRW-Associates.com)

Deadline: March 1, 2023 (5:00 PM Mountain)



## The Town

The Town of Elizabeth is a rural community located approximately 40 miles southeast of Denver in Elbert County, CO within a short drive to Parker and Castle Rock. While having a population of only about 2,000 residents, Elizabeth is the commercial hub of the County that has a significant retail presence.



## The Community

Elizabeth is a Colorado statutory municipal corporation, with a staff of approximately 30 full-time employees that function under a Mayor and six-member Board of Trustees (Board) who set policy and direction. The Mayor and Board appoint the Town Administrator to oversee the daily operations, planning and administration of activities, projects, and events. The Chief of Police will directly report to the Town Administrator.

Noted for its natural beauty, rolling hills, pines, grasslands and abundant wildlife, the Elizabeth area is full of surprises for nature explorers, such as Castlewood Canyon State Park, only 20 minutes west through Franktown. CO 86 connects to I-70 at Limon, about 50 minutes to the east.

Elizabeth is just 16 miles east of Castle Rock and Parker for shopping and recreation. Denver is about an hour to the north, and offers the advantages of a bigger metro area, such as theatres, museums, professional sports, and shopping. And just 40 minutes west of downtown Denver, you can be in the magnificent Colorado Rocky Mountains!

Elizabeth is a family-friendly town with a great quality-of-life. We are home to the annual Elizabeth Stampede, a PRCA sanctioned event. The Stampede brings a celebration of the area's western heritage.

The rodeo, combined with a parade, and the annual "Elizabash" event makes the community a busy place for young and old to enjoy. There is an active and involved community with a Main Street Program, a Historic Advisory Board, an annual Celtic Festival, a summer's long Friday Night Farmer's Market in our Running Creek Park, the annual Wine-in-the-Pines, a Harvest Festival, and the Mayor's Tree Lighting.



## The Position

The Town of Elizabeth is looking for an inspirational leader who has a passion for public service. As a smaller organization, the Town of Elizabeth will be a great opportunity to lead a professional team. The Chief of Police is a key member of the management team and will actively support the Elizabeth Police Department's mission and values. Under the direction of Town Administrator, the



Chief will supervise all law enforcement and code compliance personnel; provide professional, quality police protection for the citizens of Elizabeth, through the administration of the Police Department.

The Elizabeth Police Department is currently staffed with 13 employees, including two sergeants, two corporals, five patrol officers, two volunteers, a community service officer, and a records manager.

The Board of Trustees has budgeted two additional patrol positions for the 2023 budget.

The Chief of Police will be responsible to plan, direct, manage and oversee the activities and operations of the Chief of Police's Office, patrol, criminal investigations, training programs, special events, management services and records management.

The Chief will coordinate activities with other Town departments and outside agencies and provide highly responsible and complex administrative support to the Town Administrator. The Chief works under the general direction of the Town Administrator.

## Qualifications

### Minimum

- Seven (7) years or increasingly responsible law enforcement supervisory and management experience with a minimum of three (3) years in a supervisory position.
- Colorado P.O.S.T. certification as a Level 1 Peace Officer (or obtain within six months of hire).
- Bachelor's degree from an accredited college or university with major course work in police science, public administration, or a related field (e.g., F.B.I. Academy).
- Current basic first aid and CPR certification.
- Must possess, at time of employment and continuously throughout employment, a valid Colorado Class "C" driver's license.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- May, upon a conditional offer of employment, be required to successfully pass a polygraph examination, a psychological examination, a physical exam and a credit and background check.

### Preferred

- Police Chief Experience
- Master's degree



## Responsibilities & Skills

- Serve as a representative of the Town of Elizabeth, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Provide executive supervisory and technical assistance to subordinates; evaluate work performance; instruct subordinates and enforce departmental values, policies and procedures; answer questions and interpret new laws, ordinances, policies, etc.
- Attend meetings with citizens, personnel from other agencies and other communities and exercise the authority to make commitments for the Police Department.
- Responsible for police public relations and interagency coordination.
- Oversee hiring, training, motivation, evaluation, discipline, and direction of Police staff.
- Provide training, role modeling, counseling, other assistance, and work to develop leadership skills in subordinate supervisors.
- Supervise all police personnel, assess police performance, counsel departmental employees, approve and/or disapprove decisions of staff.
- Coordinate, document, and update community law enforcement services and programs.
- Develop and monitor departmental policies and procedures formulated based on relevant research.
- Responsible for police equipment, vehicles, and facilities.
- Oversee crime investigations.
- Supervise the preparation and administration of department budget, attend Town Staff and Board of Trustee meetings, be dependable and always meet acceptable attendance requirements.
- Plan and organize activities of the department regarding utilization of personnel and equipment including training and emergency execution.
- May respond to emergency calls at own discretion as indicated by their seriousness.
- Follow all applicable safety rules and regulations.
- Provide staff assistance to the Town Administrator 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.
- 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, unreserved, 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.



*The Police Chief will provide leadership to a strong and dedicated team.*

## Skills & Abilities

- Demonstrated skill in the management of personnel and the ability to perform administrative functions consistent with senior level management.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Skill and ability to learn and use various computer software applications including word processing, spreadsheet and CCIC/NCIC software.
- Demonstrated ability to utilize problem-solving strategies.
- Ability to use equipment necessary for police work, such as police car, radio, radar, laser, handgun, Taser, shotgun, rifle, and other weapons as required; emergency equipment, handcuffs, pager, cellular phone, personal computer, various computer software packages, first aid equipment, bicycle, and other equipment as assigned within the Department.

## The Ideal Candidate

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 Police Department.



## Key Challenges & Opportunities

- ⇒ Elizabeth has a relatively young department with many officers having only served for a few years. The growth and development of those officers is important.
- ⇒ The Town is growing and may double in size within the next five (5) years. Most of the growth will be residential growth which will require additional officers to police.
- ⇒ Maintaining the current high involvement with the community and maintaining respect and goodwill within the community must continue.
- ⇒ The Town maintains a Student Police Academy for high school students interested in law enforcement. This year, the program graduated 38 students. It is vitally important that the program remains in place and continues to grow.



## Compensation & Benefits

Salary Range: \$85,514—\$119,580 (DOQ)

The benefit package includes:

- Health Insurance
- Life Insurance
- Paid Time Off (PTO)
- 12 Paid Holidays and one Floating Holiday
- The Department participates in the Fire & Police Pension Association (FPPA) and makes the required contribution under state law.
- 457 Deferred Compensation Plan, with a 3% match of the employee's gross salary.
- Uniform Allowance
- Cell Phone Stipend
- Take-home Vehicle



## To Apply

Application materials will be accepted electronically at:

[apply@KRW-Associates.com](mailto:apply@KRW-Associates.com)

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

**Deadline:**

March 1, 2023 (5:00 pm Mountain)

## Questions?

**Questions** should be directed to: [info@krw-associates.com](mailto:info@krw-associates.com)

Or by phone to: Managing Partner, Lynn Johnson or  
Sr. Associate Gina McGrail at  
303-435-4138 | 303-249-9572.

*The Town of Elizabeth is an equal opportunity employer.*

