



## POLICE CHIEF

**\$101,588 - \$152,382**

*Plus Excellent Benefits*

*Apply by*

**December 20, 2020**

*(First Review, Open Until Filled)*

**PROTHMAN**



## GILLETTE, WYOMING



The City of Gillette, Wyoming is located in the northeast corner of the state situated on the rolling plains of the Powder River Basin between the Black Hills of South Dakota and the Big Horn Mountains of Wyoming. Mount Rushmore is just 150 miles east and Devils Tower, the nation's first monument, is only 60 miles away.

Gillette is a growing, progressive, family-oriented community with a strong economy, award winning restaurants, excellent schools, and a rich western history and tradition. The City boasts numerous parks and recreation areas that offer activities from swimming, golfing, tennis, and auto racing, to nearby hiking, and hunting. Residents also enjoy rock climbing at the Campbell County Recreation Center with Devils Tower Climbing Replica, fishing at the Dalbey Memorial Park/Fishing Lake, and playing sports at the City owned Energy Capital Sports Complex that offers 4 softball/baseball fields, 3 multi-purpose fields, an ADA/Universal Park, and a kids Splash Pad play area. Gillette is also the home of the Cam-Plex Multi-Events Center which hosts events such as performing arts, concerts, trade shows, rodeos, stock shows, roping and craft fairs.

Gillette is well known as a regional center for education and medical and health services. Gillette College has grown from a few rooms in a small building to a beautiful campus with first-class amenities, and now contains the Old Main campus, the Technical Education Center, the Herb and Dorothy Carter Health Sciences Center, the Pronghorn Athletic Center, and two phases of student housing. Regional medical and health services include Campbell County Memorial Hospital, a 90-bed acute care, community hospital; Campbell County Medical Group with nearly 20 clinics; The Legacy Living & Rehabilitation Center long-term care center and the Powder River Surgery Center.

Known as the "Energy Capital of the Nation," Gillette's energy economy provides an excellent quality of life with many career and employment opportunities.

Mineral extraction industries have long been the driving force behind Gillette's progressive drive to create a family-friendly environment to not only raise a family but also be a place to pursue higher education and grow a career. As the world transitions away from coal as a primary power generation source, Gillette and Campbell County have begun an ambitious effort to diversify the economy while still utilizing the abundant natural resources in the Powder River Basin. Partnerships with the XPrize Foundation, U.S. Department of Energy, National Energy Technology Laboratory, University of Wyoming, and major industry are making it possible for Gillette to go beyond being the Energy Capital of the Nation to being a world-class research center for advanced carbon products, carbon capture, utilization, and sequestration (CCUS) technology, and Rare Earth Element extraction and processing from coal.

## THE CITY

The City of Gillette is governed by a Council/Administrator form of government. The City Council is composed of six members each elected from the three wards of the City on a nonpartisan basis. All serve overlapping four-year terms. The Mayor is elected at-large to serve a four-year term as the presiding officer at City Council meetings and as the official head of the City for legislative and ceremonial purposes.

The City provides comprehensive municipal services from 8 departments including: Administration, City Attorney, Development Services, Finance, Human Resources, Police, Public Works, and Utilities. The City operates on a FY 2021 budget of \$146,422,366 with 272 FTEs citywide.



## THE DEPARTMENT & POSITION

The Gillette Police Department is responsible for all law enforcement and public safety matters within the City's boundaries. The Police Department consists of the operations division that supports all patrol and dispatch functions, the support services division which includes investigative responsibilities, narcotics enforcement, records management, evidence/property, animal control and animal shelter, and the administrative division that is responsible for policy, goals, crime analysis, major projects, community programs, and grants management. Internal functions of the Department include the detective division, the school resource officer program, tactical team, bike patrol, and a narcotics enforcement team that has a member assigned to the Division of Criminal Investigations Northeast Drug Task Force. The Department also has in-house firearms instructors, custody control instructors, taser and less lethal instructors, and emergency vehicle operations instructors. The Department operates with 59 sworn members including the Police Chief, and 28 civilian members on a 2021 budget of \$9,963,024. The Police Department responds to approximately 30,000 calls for service each year.

Under the direction of the City Administrator, the Police Chief has direct supervision over two Police Lieutenants and a Senior Administrative Assistant. The Chief is responsible for directing police services for the City government, including coordinating the internal and external activities of the department. The Chief directs the work of department sworn and civilian personnel, coordinates, prioritizes, and assigns tasks and projects, directs the training of department personnel, evaluates and disciplines personnel, establishes operational protocols and processes, and provides information, recommendations, and advice to the City Administrator, Mayor, and City Council regarding law enforcement services and issues. For a full job description, please view the attachment found [here](#).



## OPPORTUNITIES & CHALLENGES

1. The Department has a highly dedicated, well trained, and well-equipped staff. The Department enjoys broad public support and has an excellent reputation in the City and with the public. Additionally, the Department has stayed up to date with new technology, trends in law enforcement, and policy development.
2. The department has recently seen declining budget revenues due to the nature of the local economy. The new Police Chief will take on the challenge of keeping the Department operating at a high level with budgetary restrictions.
3. The new Chief will need to focus on hiring quality officers while ensuring retention of those already in the department. Additionally, the next Chief will continue to ensure current and future officers are trained and up to date on policing best practices.

## IDEAL CANDIDATE

### Education and Experience:

A Bachelor's Degree in Criminal Justice, Public or Business Administration, or a related field, and three (3) to five (5) years of management and leadership experience in a comparable law enforcement agency is required. Possession of, or the ability to readily obtain a Professional Peace Officer Certification issued by the Wyoming Peace Officer Standards and Training Commission is required. Candidates must also have or obtain a valid Wyoming State driver's license by time of hire. Any equivalent combination of education and experience to successfully perform the essential duties of the position will be considered.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of the theories, principles, and practices of police administration.
- Knowledge of law enforcement principles and practices.
- Knowledge of management and supervisory principles and practices.
- Knowledge of financial and human resources management principles and practices.
- Knowledge of federal, state, and local laws.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.
- Skill in the use of computers and job-related software programs.
- Must have an outgoing personality and be approachable and accessible to residents, business, and governmental leaders.
- Experience in intergovernmental cooperation and relationship building.
- Experience interacting and collaborating with other law enforcement agencies and mutual aid groups.
- Skill as a strategic thinker, and the ability to anticipate issues or trends and understand the effect of decisions on all parties.
- Must stay current on best practices and policies in policing.
- Well-developed writing and public speaking skills.
- An excellent reputation and demonstrate a high level of integrity and humility.

**COMPENSATION & BENEFITS**

- **\$101,588 - \$152,382 DOQ**
- Medical, Dental and Vision
- Flexible Spending Accounts
- Health Savings Account
- Prescription
- Basic Life and AD&D Insurance
- Long-term and Short-term Disability
- Wellness Program
- Wyoming Retirement System Pension
- Employee Assistance Program
- 10 Paid Holidays
- 17 Days' Vacation. Annual Leave Increased Based on Years of Service
- 12 Days' Sick Leave

**For more information,  
please visit:  
[www.gillettewy.gov](http://www.gillettewy.gov)**



The City of Gillette is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 20, 2020** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "Open Recruitments", select "**City of Gillette, WY – Police Chief**", and click "**Apply Online**", or click [here](#)

**PROTHMAN**

[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
206.368.0050