

EST. 1867

CITY OF CENTRALIA

MISSOURI

Chief of Police

Recruitment Package

APPLICATION REVIEW: Ongoing
INTERVIEWS TO BEGIN: November 3, 2021

The City of Centralia is an Equal
Opportunity Employer



www.centraliamo.org



Centralia, Missouri



Located in central Missouri, the City of Centralia seeks a Chief of Police to lead the City's Police Department of 9 sworn officers and an annual budget of over \$1M for our thriving and growing community.

Reporting directly to the City Administrator, the Chief of Police oversees day-to-day operations of the Police Department and advises staff, Board of Aldermen, and the General Government / Public Safety Committee on public safety policies and issues.

The City offers a safe place to work and live, and Centralia's community possesses a supportive spirit that will help make it easy for the next Chief of Police to become fully involved and ingrained into the community.

Apply by sending a cover letter, resume, and qualifications to Heather Russell, City Administrator via email to heather@centraliamo.org or by mail or in person to
Centralia City Hall, 114 S. Rollins, Centralia, MO 65240.

Minimum Qualifications



- Graduation from an accredited university with a bachelor's degree in Criminal Justice, Public Administration or similar; a combination of education and experience will be considered.
- Well-rounded career in law enforcement, including a minimum of 5-years of command level experience.
- P.O.S.T. certified by the State of Missouri, or ability to meet all Police Officer requirements for the State of Missouri within 60 days of hire.
- Prior experience with a CALEA accredited police department or agency preferred.
- Knowledge of federal, state, and local laws and regulations with a track record of using best-practice police methods.
- Experience serving a police department similar in size and complexity to Centralia preferred.
- Ability to successfully complete pre-employment physical and drug screening.
- Ability to analyze complex data and problem solve.
- Ability to communicate effectively with elected and appointed officials, citizens, and staff.
- Ability to develop and execute strategic plans and policies.
- Demonstrates superior communication skills.
- Demonstrates an ability to build and maintain the trust of the community through a commitment to high ethical and integrity standards and transparency.
- Values diversity and works cooperatively and effectively with a diverse population.
- Possesses a collaborative leadership style and thrives in a team environment.
- Embraces creative ideas and encourages innovative thinking.
- Demonstrates knowledge and willingness to help in preparation of annual budgets, grant applications, presentations, and reports.
- Possesses strong leadership skills to effectively manage, develop, and maintain positive staff morale through coaching and mentoring.
- Desires to maintain accurate and transparent practices to improve police services.
- Values and successfully maintains regional and inter-agency cooperation and partnerships.
- Residency requirement: Must reside within a 20-minute response time to the Centralia Police Department.

Essential Job Functions

- Directs and participates in the development of programs and goals to ensure the duties of the police department are carried out as outlined in Chapter 24 of the City Code.
- Plans, implements, and evaluates programs to maintain effective law enforcement for the City of Centralia.
- Develops and advances public safety strategies, policies, and best practices; ensures that personnel have clear guidelines of authority and responsibility.
- Professionally interacts and communicates both verbally and in writing regarding all police matters to merit the respect, trust, and confidence of elected and appointed officials, employees, and the public.
- Leads, coaches, and develops personnel; responsible for 8-10 sworn officers and 6 civilian positions.
- Prepares, reviews, and manages annual police and communications budget.
- Presents oneself as a credible and knowledgeable representative of the city to maintain public trust.
- Cultivates positive relationships while serving all internal and external customers using effective communication and team building skills.
- Serve as a representative of the City of Centralia, demonstrating positive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Plan, prioritize, assign, supervise, and review the work of sworn law enforcement staff involved in traffic and field patrol, investigations, crime prevention, community relations, and related services and activities.
- Prepare, process, and maintain a variety of written reports and records pertaining to assigned activities including daily activity reports.
- Conducts internal affairs investigations and investigations of citizen complaints as necessary.
- Reviews timesheets for correctness and completeness of department staff, approve overtime and submit report to City Clerk for payroll.
- Supervise non-sworn staff and supervisors, ensure proper protocol and procedures are being followed in alignment with CJIS, MULES, Attorney General's Office and other governing bodies regarding reporting and sensitive information.
- Seeks to actively listen and provides prompt assistance to others.
- Equally treats others with dignity and respect.
- Problem solves; accepts accountability for self and work product.
- Actively pursues advanced training to expand leadership skills, knowledge, and best practices in policing.
- Maintains existing regional and interagency cooperative agreements and seeks out new opportunities for partnerships.
- Ensures accurate and timely compliance with reporting all state and federal regulations and filings, including periodic crime reports.
- Provides professional development opportunities to Police Department commissioned and non-commissioned personnel.
- Manages internal control of police evidence and records.
- Participate in the selection and hiring of assigned personnel; train and evaluate assigned personnel; assist with training and orientation of new employees; provide training, guidance, and counseling to assigned personnel; complete employee performance evaluations and reviews as required; promote career development of subordinates.
- Oversee and supervise a variety of special services, programs, and projects; oversee the departments public relations function; coordinate special events; handle miscellaneous complaints and projects for the Centralia Police Department.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing effective law enforcement services; implement approved policies and procedures.
- Exercise a supervisory control over the City holding facility, keeping a register of all persons held therein, by whom, for what offense, when committed, and when and by what authority discharged.
- Perform related duties as required.



Compensation and Benefits

The Mayor and Board of Aldermen are committed to providing a base salary and benefits package competitive with similar size cities in the region and commensurate with experience and education. The salary range for this position is \$58,000 to \$70,000, depending on qualifications and experience. The City provides an excellent benefits package including, but not limited to:

RETIREMENT: Defined benefit retirement plan with Missouri LAGERS (Local Area Government Employee Retirement System). Our benefit program L-7, non-contributory with Rule of 80, includes a vesting period of 5 years with age eligibility for commissioned officers at age 55.

PAID HOLIDAYS: 10 paid holidays and two personal "floating" holidays per year with possible additional vacation time with the Wellness Incentive Program

VACATION: Accrual of 120 hours annual with incremental increases based on years of service, with maximum accrual of 240 hours.

SICK LEAVE: Accrual of 64 hours annually, to maximum accrual of 800 hours.

HEALTH INSURANCE: City of Centralia employees and dependents are provided health coverage through Missouri Intergovernmental Risk Management Association Health (MIRMA Health). 100% City-funded for employees and the employee's dependent child(ren). 50% City-funded for employee's spouse if coverage is not offered by spouse's own employer.

HEALTH SAVINGS ACCOUNT: Employees may choose a high deductible health insurance plan and receive a monthly benefit deposited into their health savings account.

DENTAL/VISION INSURANCE: City of Centralia employees and families are provided dental and vision insurance through United Health Care that is 100% City-funded.

LIFE AND ACCIDENTAL DEATH: 100% City-funded life and accidental death and dismemberment insurance.



VOLUNTARY INSURANCES: Optional voluntary ancillary insurances including short-term disability, vision, cancer, life, and accident offered via payroll deduction.

RETIREMENT PLAN ADVISORS: Access to independent investment / retirement financial planning advisors.

EMPLOYEE ASSISTANCE: 100% City-funded comprehensive Employee Assistance Program.

OTHER ANCILLARY BENEFITS: Access to City-owned gun range, counseling services, and contracted use of an approved department vehicle.

APPLICATION PROCESS

Applications and supporting documents are accepted the following ways:

- **Online:** City of Centralia Employment Application (jotform.com)
- **Email:** heather@centraliamo.org
- **Mail:** City of Centralia
114 S. Rollins Street
Centralia, MO 65240

Deadline for application submission is November 5, 2021

About the Police Department

Our Mission:

The Centralia Police Department is committed to making the City of Centralia, Missouri, the safest in the country. This will be done by actively seeking the cooperation, coordination and communication with the people we are serving to have a positive impact in the community. The basic concept, known as community policing, combined with our basic police responsibilities is the foundation on which we will build to lead us into the 21st Century.

STANDARD OF PERFORMANCE:

The standard of performance for the Centralia Police Department is built on based on the ideal of total commitment; not only to serve the public but also the general well-being of the community. Such a commitment is the hallmark of the police professional who recognizes that it must be present, not only in their daily work but also their private and family life as well. This commitment assures each citizen of Centralia that the police will maintain constant vigilance over their property and personal safety. It also assures them that the necessary police responses will be swift, unbiased, competent, and scrupulously maintained within the bounds established by law and in a way to create the highest of traditions.

FIRE, EMS & DISPATCH SERVICES :

The Police Department works cooperatively with two fire districts for fire protection and emergency medical services, as well as one ambulance district for emergency medical services. Centralia employs a full-time dispatch center, and all 911 emergency calls are routed through the Boone County Joint Communications Dispatch Center.

LAW ENFORCEMENT OATH OF HONOR:

On my honor,
I will never betray my badge,
my integrity, my character, or the public trust.
I will always have
the courage to hold myself and
others accountable for our actions. I will always uphold
the constitution and the community I serve.



Centralia, Missouri

Prospective candidates will find Centralia to have a diverse blend of qualities that define our great community, with a population of 4,500 during the 2020.

Centralia is a vibrant and growing community located in Central Missouri in northeast Boone County, about 20 miles from Columbia. The town has a small town feel with quaint shops, local businesses, excellent school system, and immaculate parks. Local civic organizations are very active and engaged in our community, and the City's prospects present both exciting challenges and incredible opportunities for a Chief of Police.



Government:

The City of Centralia operates as a fourth class city and has since its incorporation in 1867. The City is served by a Mayor and a six-member Board of Aldermen. Two Aldermen are elected from each of the City's three wards and the Mayor is elected at-large. The Mayor presides over meetings of the Board of Aldermen. The City Administrator is appointed by the Mayor with consent of the Board of Aldermen as the chief administrative officer of the City. The Board of Aldermen set policy for the City and the City Administrator is responsible for administering this policy in the day-to-day activities of City operations.

Our History

Early Centralia

In 1853, North Missouri Railroad surveyors staked a line from St. Louis to Hudson City, later to be called Macon. Where the staked right-of-way crossed the old stage road of the Paris and Jefferson City Road, three men planned a town. These men – Middleton G. Singleton, Thomas January, and Hon. James S. Rollins – bought the land in May 1857, and laid out the first plat. Centralia derives its name from its midway position between the railroad's terminals of St. Louis and Ottumwa, Iowa.

Late in the fall of 1857, the first house was built. (The plat was not officially recorded until February 19, 1875 – after the Town of Centralia was incorporated on March 13, 1867.) The second building was a hotel, followed by a blacksmith shop, then more houses. By the end of the second year, Centralia had 25 dwellings, two stores, and a saloon. Then the railroad came to town and with it a post office.



The City served as a junction for railroad passengers transferring from the main lines to the spur railroad to Columbia. Thousands of college students regularly changed trains in Centralia on their journeys to and from the University of Missouri, Christian College, and Stephens College. The Norfolk and Western Railway (now Norfolk Southern Railroad) determined in the mid-1980s that it would abandon its spur to Columbia. To preserve access to coal for its electric power plant, the City of Columbia purchased the tracks and now operates the Columbia Terminal Railroad (COLT). COLT's switching of freight cars occurs in Centralia and a Trans-load center has been built in northern Columbia.

Fifty years after the first house was built in Centralia, the A. B. Chance Company was founded by its namesake (Albert Bishop Chance) in 1907. The subsequent 111 years of Centralia history was closely tied to the success of this business, that was the largest employer in Boone County for many years and remains the largest manufacturer in Boone County.

Our History - continued

A.B. Chance Company

A.B. Chance invented the first helical anchor for utility poles, the Never Creep Anchor, and that became the start of the company's success. By World War II, Chance Co. was manufacturing a wide variety of items used by the electric utility industry. Chance Co. required that its managers, engineers, and white-collar employees lived in the Centralia zip code. These employees were the civic, cultural, and religious leaders of the City. Centralia grew an economic base which would have otherwise dissipated to Columbia, Mexico, and Moberly.

Chance Company passed from father (A.B. Chance) to son F. Gano Chance in 1939. During the next 21 years with Gano Chance at the helm, Chance Co. built four additional factories in the U.S. A.B. Chance Co. developed an international reputation for quality and during the tenure of Gano Chance the company developed a very productive Research and Development operation in Centralia. The company remained locally owned and operated until it was sold to Emerson Electric in 1975. By this point A. B. Chance Co. had operations in several other countries and had exceeded \$100 million in sales. In 1987, then President Leif Lomo helped orchestrate a leveraged buyout that returned the company to private ownership with local control.

The company grew to 1,200 employees locally. Although some estimates say the peak employment, prior to the Emerson Electric purchase was as high as 1,600, this was the peak level of employment post 1975. Then in March 1994, A.B. Chance Co. was sold to the Hubbell Co, becoming a part of Hubbell Power Systems. The economic health and the population tracked somewhat along the lines of A. B. Chance employment numbers, at least through the twentieth century.

Despite being owned by Hubbell, the Chance name still has a major cachet in the electric distribution industry and a product line still bears the Chance name. Through most of the Twentieth Century, Centralia's economic health was intimately tied to Chance. The company's contributions of property and other taxes in addition to income from wages were crucial to support of local government. In the last decades, Centralia has become more a part of a regional economy—no longer just a company town. Improved highway routes facilitate commuting to and from Columbia. Centralians work for a great number of companies and Hubbell employees reside in a great number of other cities. However the values espoused by Albert Bishop Chance still influence the City's emphasis on educational attainment and self-reliance.



Our Education System

Centralia R-VI Schools

Public school systems are an integral part of any community. They serve as a meeting ground for both school and non-school activities and through their facilities and professional staff, offer resources that support and enrich community life. The quality of the school system in a community is often the deciding factor in securing new residents and sometimes a new industry or business. Centralia has long benefitted from an outstanding public school system. Residents are well aware of the advantage that this provides and have supported measures to improve school facilities and attract professional staff.



Education Attainment

The percentage of the overall Centralia population (25 years and over) with a Bachelor's degree or higher is at 19.8%. This number is roughly 7% lower than Missouri and 10% lower than the nation as a whole.

Subcommittee discussions have suggested that although young people in the community leave to pursue higher education, Centralia has had success at attracting some of these young people back to the community once their education is complete. It is evidence that Centralia is an appealing residential community to individuals migrating to the region for career opportunities in Columbia that would prefer to live in a smaller community.



The Centralia R-VI School District serves Centralia and the surrounding area of more than 200 square miles. The district stretches approximately 24 miles north to south and 16 miles east to west. Centralia R-VI is organized into four buildings: Chance Elementary, Pre-Kindergarten through 2nd grade; Centralia Intermediate School, 3rd grade through 5th grade; Chester Boren Middle School, 6th through 8th grade; and Centralia High School, 9th grade through 12th grade. The District also operates Champion Academy in a separate building.

Our Parks & Recreation

Centralia's expansive parks and recreation programs are exceptional for a community of our size. Centralia residents enjoy 716 acres of municipal public recreation areas including two ponds, a disc golf course, shelter houses, baseball/softball fields, an aquatics center, several neighborhood parks, tennis courts, a splash pad, fishing dock, recreation center, event venue, 9-hole golf course, driving range, and much more.



Overview

The Centralia Park Board consists of nine members who are appointed by the Mayor, and approved by the Board of Alderman to govern and maintain the park system.

Centralia's parks and play areas are considered a focus of the community. An over-all purpose of municipal recreational programs is to promote the use of existing facilities, both privately-owned and publicly-owned, including those of the school district and the State of Missouri, and to extend to each person within the community the appropriate venues and opportunities whereby that individual may participate, enjoy, and benefit from such opportunities during leisure hours. Providing for public recreation areas and playgrounds is commonly accepted as both a municipal service for a city's population, and also as an attraction to non-residents; thus an adjunct to economic development and tourism efforts.

Centralia, Missouri



Estimated Timeline for Chief of Police Recruitment and Appointment

October 4, 2021: Application Period Begins

October 5 - November 3, 2021: Resume & Qualification Review
Period

November 3 - 5, 2021: Initial Interview Period by Committee

November 8-12, 2021: Notification of Candidate Selection
submitted to Mayor Board of Alderman and to Candidate by
Interview Committee
or Additional Interviews (if needed)

November 15, 2021: Appointment of Chief of Police by Mayor
and Board of Aldermen

