

SHELDON, IOWA
Chief of Police
Position Profile



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**CITY OF SHELDON, IOWA
CHIEF OF POLICE**

Community and Position Profile

About Us

The City of Sheldon is in northwest Iowa (in O'Brien and Sioux counties). Sheldon is the largest city in O'Brien County with a population of 5,188+. Sheldon is at the crossroads of 4-lane Iowa Highway 60 and U.S. Highway 18; Sheldon is 70 miles from Sioux Falls, South Dakota and 2 ½ hours to Omaha, NE.



Northwest Iowa Lifelong Learning & Recreation Center

Sheldon is a great place to live and work; as of the fall of 2018, 6 of 7 Sheldon's full-time Police Officers (including the Chief) had started with the City in 1995 or prior. Our Chief of Police is retiring after 30 years of service to the Sheldon Police Department, including 16 ½ as Chief. Our longest serving officer, who started in 1987, retired earlier this year. More retirements are anticipated within the next 2 – 3 years. Our current longest serving officer, David Dykstra, is serving as Interim Chief; he is not applying for this position. In 2019, we started a Police Reserve program, and we currently have two part-time reserve officers. The City has seen a steady population growth since the 2010 Census with new housing starts. Sheldon is home to Northwest Iowa Community College with approximately 1,500 students on campus. The City partners with the college in the use of Lifelong Learning and Recreation and Wellness Center on campus. Dordt College and Northwestern College are also located close by. The Sheldon Community Schools serves the Sheldon, Matlock, Ashton, and Archer communities and has a student enrollment of 1,071. Sanford Health has a strong presence in Sheldon.

Recent Accomplishments

- The City constructed a state of the art 14,500 square foot events center, Crossroads Pavilion, to host community activities, performances, conferences, and trade shows.
- A \$37 million expansion by Deluxe Feeds/Kent Nutrition Group.
- The City acquired 35 acres of development ground. Current developments include a new travel plaza and construction of a new multi-family development in the fall of 2018 which will create 30 new high-quality apartment units and eight townhomes.



Sheldon Crossroads Pavilion Events Center

City Government

The City of Sheldon has a mayor-council with appointed city manager form of local government. The mayor is elected every four years and the five city council members serve four year overlapping terms. Three council members are elected from wards and two at-large. The mayor does not vote, and the city council appoints the city manager. The Mayor appoints the Chief of Police with the confirmation of the City Council, and the Chief of Police reports to the City Manager. The City Council meets in regular session on the 1st and 3rd Wednesdays of the month at 4:30 p.m. In the summer, the council meets at Noon.

The City employs 31 full-time employees. Sheldon's city departments include: Police, Fire/Emergency Management, Ambulance, Public Works, Community Development, Parks & Recreation, Library, Clerk's Office, and Crossroads Pavilion.

Boards & Commissions include: Airport Commission, Zoning Cemetery Board, Library Board, Museum Board, Parks & Recreation Commission, Planning & Zoning Commission, Board of Adjustment, Recreation Trails Board, and Crossroads Pavilion Board.



Sheldon Outdoor Aquatic Center

Future Projects & Initiatives

The new Chief of Police will play an important role in the following initiatives:

- Continue and enhance the strong relationship we have with our public and private schools, business community and citizenry.
- Enhance communications with citizens, local government and media.
- Updating and reviewing departmental policies, and procedures.
- Assisting with the update of a Capital improvements plan.
- Explore the possibility of acquiring a K-9.
- Assist with nuisance enforcement and community policing.

Duties and Responsibilities of the Position of Chief of Police

Plans, supervises, assess, coordinates and leads the activities and the personnel of the Sheldon Police Department with respect to the enforcement and prevention of crime, protection of life, property and providing community-oriented policing.



Essential Job Functions:

- Directs and manages the operations and affairs of the Police Department.
- Prepares annual budget, long range planning, capital equipment expenditures and controls regular budgetary expenditures and makes recommendations to the City Manager.
- Organize and conduct regular training and performance evaluations of officers.
- Development of department policies in accordance with City Council guidelines.
- Development of patrol schedules and work assignments of patrol officers and administrative personnel.
- Maintain accurate records on all police operations and investigations.
- Direct all police activities including patrols, complaints, and investigations.
- Perform all law enforcement functions including patrol, investigation, and interrogation.
- Identifies community priorities with respect to crime prevention, law enforcement and activities, designs and implements programs to achieve established priorities.

- Maintain effective intra-departmental discipline and morale, evaluates and aids in professional development of subordinate supervisors and officers.
- Maintains effective public relations, handles community relations in a tactful and courteous fashion, represents the Department and the Community in all significant public relations matters and is visible and available to the public.
- Ability to show and demonstrate effective leadership capabilities.
- Represents the city at meetings with various boards, committees, commissions or groups. Attends council meetings on a regular basis, as well as hearings, court proceedings, interrogations and/or depositions.
- Other duties as set forth in the Code of Ordinances and/or assigned by the City Manager.

The Position - Knowledge, Skills, Abilities and Requirements:

- Comprehensive knowledge of police administration and of police methods.
- Knowledge of the Code of Iowa and the Constitution of the United States relating to individual rights, law enforcement procedures, and rules of criminal procedure.
- Knowledge of scientific methods of crime detection, prevention, and criminal identification.
- Knowledge of the types of firearms, communication systems and related equipment as used in the police department.
- Ability to establish and maintain effective working relationships with the other city officials, state and federal authorities, civic leaders, and the general public.
- Governmental budgetary practices and methodology
- Ability to prepare and present effective oral and written material relating to activities of the department and law enforcement in general.
- Must be in good physical condition.

Education and Experience

In addition to the minimum requirements of a Police Officer, the Chief of Police shall possess the following:

Iowa Code requires a minimum of three years' experience in a public law enforcement agency and two years of comparable experience or educational training.

Graduation from high school supplemented by in-service training and courses in police science. Graduation and/or certification from the Iowa Law Enforcement Academy. Bachelor's degree preferred. Additional police training, education and management experience is desirable. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must meet the standards mandated by the Law Enforcement Academy Council's Administrative Rules.

Working Conditions:

- Report to City Manager.
- Must reside within two miles of City limits within 6 months of hire.
- On call always for back up and emergencies.
- Must be willing to cover officer shift during sick time and vacations.
- Work flexible hours including some nights, early mornings, weekends and holidays.
- Duties may be hazardous and life threatening.
- Perform duties in various weather conditions.

Announcement/Advertisement

The thriving and family friendly community of Sheldon, IA (population 5,188+) is seeking a Chief of Police. This Senior Management position leads the activities of the police department. Iowa Code requires a minimum of three years’ experience in a public law enforcement agency and two years of comparable experience or educational training. This person must have strong communication and public relation skills. Ability to show and demonstrate effective leadership capabilities. The City offers an attractive salary and benefit package. Salary range is \$69,000 - \$77,000 based on qualifications and years of experience. Full position profile available at CityofSheldon.com or by contacting jeff.cayler@gmail.com. Application materials requested include: a cover letter, resume, salary history, and five work-related references. Applications will be accepted until the position has been filled with the first review of applications on January 3, 2019.

Tentative Timetable for Search Process

It is the City’s intent to conclude the search process as expediently as possible with the goal of offering the position to a candidate by February 15. Therefore, candidates are urged to tentatively mark the following dates on their schedules:

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| 1. First review of applications..... | January 3 |
| 2. Notifications of finalists for the position..... | By January 24 |
| 3. POST, MMPI and physical agility testing for any candidates requiring these. Community reception for candidates and spouses/significant others | February 14 |
| 4. Interviews of candidates..... | February 22 |
| 5. Offer of employment..... | February 22 - 25 |
| 6. City Council approval of employment contract | February 26 |
| 7. Proposed starting date of employment, if mutually agreeable.... | March 31, 2020 |