

## Chief of Police

Thank you for your interest in employment with the Ellis Police Department. Enclosed you will find a standard City of Ellis employment application, job description, list of benefits and an authorization for release of information. Please note the authorization must be signed and witnessed for your application to be considered.

You may return your resume along with your completed application to the City Clerk's office at 815 Jefferson or mail to: Police Chief Search Committee, c/o David McDaniel, Mayor, City of Ellis, 815 Jefferson, Ellis, KS 67637. If your application is considered for further review and testing, you will be notified by mail, e-mail or telephone of applicable dates and times. If you should have any questions, please feel free to call.

Sincerely,



David McDaniel,  
Mayor



POLICE CHIEF CITY OF ELLIS, KANSAS	
Department: Police Reports To: Mayor	Position Type: Full-time Retirement Plan: KPERS
	<b>FLSA: Non-exempt</b> <b>OSHA: Bloodborne Pathogens</b> <b>ADA: Applicable</b> <b>Working Conditions:</b> <b>Hazardous Chemicals</b> <b>Confined Spaces</b> <b>Adverse Weather</b> <b>Elevated Areas</b> <b>Excessive Noise</b>

### *Position Summary*

This is a department head position, under the direction of the Mayor and governing body. The police chief position is a highly responsible managerial and supervisory position in the planning, organizing and directing of the activities of the police department. Department functions include investigations, patrol and staff services. Work is performed under the supervision of the Mayor and governing body of the City of Ellis.

### *Duties & Responsibilities*

The following represent the essential duties of this position. Additional related duties will be performed as assigned.

- Schedule work times to control overtime as much as possible.
- Oversees and participates through subordinates in the recruitment, selection, promotion, placement, development, discipline and evaluation of the work of all employees of the department.
- Participates in the preparation of the City codes and ordinances related to the services provided by the Police Department.
- Develops departmental policy, and interprets, enforces and coordinates the policy execution: develops department methods and procedures, reviews all policies and methods to ensure an efficient operation.
- Supervises and participates in special projects and programs as directed by the Mayor.
- Participates in the annual budget process and administers the department budget, approves payment of all department expenditures and is responsible for accounting of revenues received by the department.
- Oversees support services, such as: approving equipment specifications, purchase, inventory and maintenance of all assets used in the activities of the Police Department.
- Participates in local and national law enforcement associations of agency heads.
- Attends civic club meetings, churches, schools, and other places of public gathering as needed to explain the activities and function of the Police Department and to establish favorable public relations.
- Works with local, state and federal officers in the apprehension of wanted persons and with other agencies where activities of the Police Department are involved.
- Responsible for establishing organizational culture and values, assuring that all employees understand and abide by it.
- Plans, organizes, directs and evaluates programs including, traffic control, suppression of criminal activity, crime detection, drug awareness, investigation and apprehension of criminals, general patrol function, etc.
- See that all ordinances of the City applying to the safety and well being of the citizens are enforced.

### *Additional Examples of Work Performed*

Works with professional contractors regarding Police related projects of the City; Directs the preparation of grant applications; Directs the preparation and analysis of records and reports on operation and in compliance with City and State reporting requirements; Serves as the City's official custodian of those records and reports. Performs other duties as deemed necessary or assigned.

#### *Minimum Qualifications*

- High school diploma or GED. and twelve years of experience; OR
- Associate of Arts degree (or equivalent) and nine years of experience; OR Bachelor of Science/Arts degree (or equivalent) and seven years of experience; OR Master of Arts/Science (or equivalent) and five years of experience. Four/Five years of supervisory experience.

Or any equivalent combination of training and experience that provides the following knowledge, skills and abilities:

- Ability to plan, implement, and direct the operation of the Police Department for the City.
- Ability to interpret and analyze information and present results effectively in oral and written form.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide effective leadership, maintain harmonious relationships and a high level of discipline and morale.
- Ability to evaluate and delegate responsibilities and authority to subordinates.
- Ability to anticipate needs, respond with solutions and implement new ideas in cooperation with other staff members.
- Knowledge of the principles and practices of city administration and government, including municipal finance.
- Knowledge of police practices and principles of police administration.
- Knowledge of the type and uses of firearms, communication, and automotive equipment in modern police work.
- Knowledge of the principles of organization, administration and personnel management.
- Knowledge of the ordinances and statutes, codes and regulations that direct the activities of the Police Department.

#### *Physical Requirements*

Must be in good physical condition and have ability and endurance to sprint, climb, crawl, lift, etc. to respond effectively to calls for service, apprehend and arrest suspects, and perform all duties required of a police officer. Must be able to sit and stand for prolonged periods of time. Must be able to fully operate a duty handgun, shotgun or rifle using both hands. Must have 20/20 vision in both eyes or correctable to 20/20 with visual acuity and adequate night vision to read license plates, gather evidence and read and write reports in an accurate manner. Must have good olfactory sensual capability. Must have hearing in both ears sufficient to hear radio communications, detect sounds and gather information related to criminal activity as well as hear emergency signals.

#### *Special Requirements*

Must meet the residency requirements as set out in the personnel policy manual. Attend meetings of the Governing Body. Attends meetings of other Council Committees and civic groups as it pertains to issues of the department and the overall mission of the City. Possession of a valid driver's license with a good driving record (A minimal amount of non-hazardous traffic violations is acceptable.) No prior criminal history. Must maintain yearly state certification with 40 hours of certified training.

<p><i>The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.</i></p>
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**EMPLOYEE BENEFITS****STANDARD**

**UNIFORMS** Provided to Public Works and Police Department, costs 100% paid by City. Partial reimbursement of cost of approved types of boot annually for Public Works and Police Department.

**WORKMAN'S COMP** Costs 100% paid by City

**FICA** Includes Social Security and Medicare. Employee's mandatory contribution is 7.65% City's mandatory contribution is 7.65%

**WORKMAN'S COMP** Costs 100% paid by City

**UNEMPLOYMENT INSURANCE** Costs 100% paid by City

**HEALTH INSURANCE** Includes major medical, dental, vision, prescription card. Premiums 100% paid by City

**LIFE INSURANCE** \$25,000 term life. Premiums 100% paid by City

**KPERS RETIREMENT** Employee's mandatory contribution is 6%. City's contribution is determined by State of Kansas annually.

**KPERS BASIC LIFE INSURANCE** Term life (value = 150% of current salary). Premiums 100% paid by City.

**PAID LEAVE TIME**

**VACATION** Earned according to a schedule prescribed by the City Council.

**HOLIDAYS** Currently eleven paid holidays, including employee's birthday.

**MEDICAL** Full-time employees earn paid medical leave for each full month of service.

**PERSONAL** Each calendar year full-time employees may use a portion of their earned Medical Leave for personal matters.

**FUNERAL** One to three days of funeral leave may be granted to full-time employees, based on the relationship to the employee.

**CATASTROPHIC SICK LEAVE BANK** Member employees who meet the catastrophic illness/injury eligibility requirements have access to a pool of voluntarily donated sick leave accrued by City employees.

**BONUSES**

**LONGEVITY** After two years of service, annual longevity pay given on employee's anniversary date according to a schedule prescribed by the City Council.

**CHRISTMAS BONUS** Annual Christmas Bonus *may* be awarded in December of each year as approved by the City Council.

**SERVICE AWARD** Given to employees based on their years of service as of October 1 of each year according to a schedule prescribed by the City Council

**OPTIONAL**

**KPERS OPT LIFE INSURANCE** Premiums 100% paid by employee.

**DEFERRED COMP** Tax deferral through salary contributions **KPERS 457** deferred comp plan.  
Tax deferral through pre-tax payments of **AFLAC** premiums for various insurance and income supplement products.

## ELLIS POLICE DEPARTMENT

### AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Ellis Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records and loans, and records of commercial and retail credit agencies (including credit reports and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case, either criminal or civil in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the City of Ellis Police Department. I also certify that any person(s) or entity(ies) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) or entity(ies) from any and all liability which may be incurred as a result of furnishing such information.

I also certify that any agent(s) of the City of Ellis Police Department who may conduct my background investigation shall not be held accountable for the collection of this information, and I do hereby release said person(s) from any and all liability which may be incurred as the result of collecting such information.

I also agree to pay any and all charges or fees concerning this request and can be billed for such charges at the below listed address.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name: \_\_\_\_\_  
(First, Middle and Last)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Ellis Police Department  
Personal References

Please supply 2 references in each category and return this with your application and release form.

Relatives References				
Name:	Address:	Phone #:	Relationship	Years Known

Co-Worker References (past or present)				
Name:	Address:	Phone #:	Relationship	Years Known

Friends References (not a co-worker)				
Name:	Address:	Phone #:	Relationship	Years Known

**CITY OF ELLIS, KANSAS  
EMPLOYMENT APPLICATION**

815 Jefferson Street  
Ellis, Ks 67637  
Phone 785.726.4812  
Fax 785.726.4159

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**The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER**

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(Please PRINT clearly)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

May we contact you at work?    ☐ Yes    ☐ No

PART TIME APPLICANTS are you 16 or over?    ☐ Yes    ☐ No

FULL TIME APPLICANTS are you 18 or over?    ☐ Yes    ☐ No

POLICE APPLICANTS are you 21 or over?    ☐ Yes    ☐ No

POSITION(S) APPLIED FOR \_\_\_\_\_

WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? \_\_\_\_\_

ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? \_\_\_\_\_

DRIVERS LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? \_\_\_\_\_

ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? \_\_\_\_\_

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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***Education & Training***

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Graduated:    ☐ Yes    ☐ No                      GED:    ☐ Yes    ☐ No

College: \_\_\_\_\_ Location: \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_                      Graduated:    ☐ Yes    ☐ No

Trade or Technical School \_\_\_\_\_                      Completed:    ☐ Yes    ☐ No

### ***Special Training & Skills***

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

### ***Employment History***

List the last three jobs you have held, beginning with the most recent.

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:     from (mm/yy) _____ to (mm/yy) _____
May we contact?     ___ Yes    ___ No     If yes, phone number _____
Employment was?     ___ Full Time            ___ Part-time
List of job duties:
Reason for leaving:

Employer
Address
Phone
Job Title
Supervisor
Dates Employed:     from (mm/yy) _____ to (mm/yy) _____
May we contact?     ___ Yes    ___ No     If yes, phone number _____
Employment was?     ___ Full Time            ___ Part-time
List of job duties
Reason for leaving



Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:    from (mm/yy) _____ to (mm/yy) _____
May we contact?    ___ Yes    ___ No    If yes, phone number _____
Employment was?    ___ Full Time    ___ Part-time
List of job duties:
Reason for leaving:

### ***Past Incidents***

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?

If yes, describe the nature of the offense(s) and the county and state where convicted.

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Have you had your driver's license suspended or revoked within the past five (5) years?

If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

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Have you been disciplined or fired by a previous employer in the past five (5) years?

If yes, why?

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### **PERSONAL REFERENCES (Not Former Employers or Relatives)**

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

**AUTHORIZATION**

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within thirty miles of Ellis.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

**ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT**

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***FOR OFFICE USE ONLY:***

Interview	Date	Comments	

Testing			
Tests	Date	Score/Rating	Comments

Reference Checks	
Employer 1:	
Employer 2:	
Employer 3:	
Employer 4:	

Applicant number:\_\_\_\_\_ Employee Number:\_\_\_\_\_ Hire Date:\_\_\_\_\_

Position:\_\_\_\_\_ Starting Hourly Wage:\_\_\_\_\_

Notes:\_\_\_\_\_