



POSITION ANNOUNCEMENT CITY OF HELENA, ALABAMA CHIEF OF POLICE

PURPOSE: To fill open position
SALARY RANGE: \$126,360.00 - \$150,852.00
CLOSING DATE: Friday February 28, 2025 4:00PM CST

Fringe Benefits Include: Group Medical Insurance, State Retirement, Paid Holidays, Sick Time and Paid Vacation Leave.

HOW TO APPLY:

A current resume must be attached along with the completed application. (A resume will not be accepted in place of the required completed application forms.)

The completed application and resume should be placed in a sealed envelope and be clearly marked "Police Chief Applicant" with the date and time it is submitted.

All completed application packets should be hand delivered to the Helena City Hall, c/o the Helena City Clerk's Office, 816 Hwy 52 East, Helena AL 35080 or emailed to mharris@cityofhelena.org. Absolutely no applications will be accepted after this deadline.

THE CITY OF HELENA IS AN EQUAL OPPORTUNITY EMPLOYER. It strives for the constant improvements to the public service by employing and developing the best qualified people available regardless of their race, color, creed, sex, political beliefs, national origin, age or handicap.



Job Description City of Helena Chief of Police

Definition

This is administrative and supervisory work in directing all activities and employees of the City police department.

The employee in this class is responsible for supervising all Law enforcement functions of the City. The Chief of Police reports directly to the Mayor. The Police Chief plans, directs and controls patrol, traffic, criminal investigation and related services and activities and supervises the training, assignments and discipline of all department members. The Chief works with the city administration to determine plans and policies to be observed in police operations and except for general administrative direction from the Mayor, works independently in carrying out police functions.

Examples of Work Performed

Note: All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.

- Provides administrative supervision to ensure personnel activity coordination and adequate staffing to meet contingencies.
- Supervises and participates in training of members of the police force in police procedures, duties and use of equipment.
- Recommends the expenditures of departmental funds; prepares budget estimates.
- Receives and disposes of complaints; attends meetings, schools and other places of public gatherings to explain the activities and function of the police department and to establish favorable public relations.
- Consult with the Mayor to formulate departmental policies and regulations.
- Coordinates and cooperates with FBI, State Department of Public Safety, Sheriff's Office, Other law enforcement agencies as necessary in law enforcement efforts.
- Performs related work as required.

Required Knowledge, Skills and Ability

- Extensive knowledge of the principles and practices of modern police administration.
- Thorough knowledge of the principles and accept good practices and procedures of police science and administration, organization and operation as applied to field patrol activity, traffic control and safety,

criminal investigation and the various functional services utilized in police operations.

- Thorough knowledge of the use of police records and their application to the solution of police problems.
- Thorough knowledge of the standards by which the quality of police service is evaluation
- Thorough knowledge of criminal law and procedure.
- Ability to establish and maintain effective working relationships with other City employees, and with the public.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.

Essential Job Functions

- Affect an arrest, forcibly if necessary, using handcuffs and other restraints.
- Climb over obstacles' climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and, crawl in confined areas to pursue, search, investigate and/or rescue.
- Communicate effectively over law enforcement channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operations.
- Communicate verbally and effectively by listening to people and by giving information, directions and commands.
- Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes.
- Conduct visual and audio surveillance for extended periods of time.
- Enter and exit vehicles quickly to perform rescue operations, pursue a suspect or answer an emergency call.
- Exercise independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informants.
- Load, unload, aim and fire handguns, shotguns and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Operate an emergency vehicle during both the day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices and in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.

- Perform law enforcement patrol functions while working rotating shifts and unanticipated overtime.
- Perform tasks which require lifting, carrying or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
- Perform searches of persons which involve touching and feeling to detect potential weapons and contraband.
- Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Pursue fleeing suspects on foot, both day and night, in unfamiliar terrain.
- Read and comprehend rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
- Use body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Perform other essential tasks as may be identified by job-task analysis.
- Formulate and implement policies, rules, regulations and operating procedures for the police department.
- Effectively supervise all Divisions of the Police Department.
- Critique the actions and conduct of assigned police personnel within the framework of the Rules and Regulations established by the police department, the Civil Service Law and order disciplinary action as necessary and appropriate.
- Communicate effectively, both verbally and in writing, with subordinates, city officials and the general public.
- Read, comprehend and maintain a good working knowledge of state criminal laws, motor vehicle laws, municipal codes, civil service law and the police department's Rules and Regulations.
- Manage internal department conflicts to maintain order and discipline.
- Provide oversight to assignments of individual department personnel in order to make the most effective and efficient use of their varied talents and specialties.
- Perform total oversight duties relative to overall departmental operations in order to maintain high standards of service delivery.
- Delegate duties to subordinates to the maximum degree possible and oversee overall operation of the Department.
- Mediate and attempt to resolve differences or conflicts between citizens and assigned subordinates, whether the conflict results from a lack of legal or procedural knowledge on the part of the citizen, or whether the citizen has a complaint of minor category police misconduct.
- Council and provide constructive criticism for assigned subordinates as necessary to maintain high department standards of service delivery.

- Analyze employment recommendations made through the Operations Commander, interview candidate finalists and authorize final offers of employment.
- Operate advanced computer record-keeping programs, word processing program and related equipment.
- Authorize internal investigations as may be deemed necessary or appropriate, review investigative findings and recommendations and other disciplinary action when necessary.
- Prepare final Department operating budget requests and justifications for presentation to Mayor and city Council.
- Maintain liaison with Mayor (CEO) and City Council.
- Maintain liaison with other law enforcement executives.
- Maintain liaison with City Attorney and City's insurance carriers.
- Coordinate Department's response in civil litigation matters.
- Authorize all bids and purchases of equipment and supplies for the Police Department.
- Maintain computerized accounting system for department budget and inventory control.

Required Minimum Qualifications

- Bachelor of Science Degree in Law enforcement or a closely related field.
- Ten years sworn law enforcement experience.
- Five years in an upper-level supervisory capacity at the rank of Sergeant or higher.
- Live in or establish primary residence within the corporate limits of the City of Helena within the first 3 months of hire.
- Possession of a valid driver's license as issued by the Alabama Department of Public Safety.
- In order to maintain and continue employment for the City of Helena Police Department, an employee must retain the legal right and authority to carry a pistol and any other firearm normally used by police officers. Conviction of any crime that results in the loss of an employee's rights to carry firearms will immediately disqualify said employee from continued employment as a sworn police officer for the City of Helena.
- Meet the minimum standards for law enforcement officers as established by Alabama Law (State of Alabama Act No. 1891, regular session 1971).

Preferred Qualifications

- Advanced law enforcement training.

**Application for Employment
City of Helena
Police Department**

*FAILURE TO FOLLOW ANY INSTRUCTIONS PROVIDED WILL RESULT IN AUTOMATIC
DISQUALIFICATION*

Instruction Information Sheet

This sheet has been prepared for your aid in executing the application for employment with the City of Helena Police Department. If there are questions which are not applicable to you, please indicate this fact by the notation "N/ A" in the appropriate space.

If additional space is needed for any section or question on the application, or if you wish to furnish additional information, attach sheets of the same size as this application, follow the same format as on the application, and number answers to correspond to the questions.

The application must be clear and legible, and abbreviations are not acceptable. We prefer black/blue ink. Applications submitted in pencil will not be accepted. A current resume is also required and should be attached to the completed application.

Effects of Nondisclosure

A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to investigation, including a check of your fingerprints, police records, academic records, and former employers. All information you give will be considered in reviewing your statement.

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**Application for Employment
City of Helena
Police Chief**

I. Personal History

Full Name (Last, First, Middle)

List all other names you have used including nicknames (for female furnish maiden name). If you have used any surnames other than your true name, during what period and under what circumstances were these names used?

Date of Birth_____

Place of Birth_____

Age_____

Sex_____

Social Security #_____

Marital Status_____

Spouse Full Name_____

Citizenship (Country)_____

Citizenship Acquired by:

Birth_____ Marriage_____ Naturalization_____

Naturalization Certificate #_____

Date and Place of Naturalization_____

Driver License State_____

Driver License Number_____

II. Residences

Current Address _____

City_____ State_____ Zip_____

Home Phone _____ Work Phone _____

ACTUAL PLACES OF RESIDENCE FOR THE PAST 10 YEARS

Any applicant who has been out of high school for more than 10 years must include addresses while at school and in the military. For college on-campus residence, give dorm name, city and state. If residences in military service cannot be shown as street address, indicate complete military unit designation and location by city, state and country. **Post Office Boxes are not acceptable addresses.**

[illegible]

III. Education

High School

Name_____ Address_____

Years Attended_____ Year Graduated_____

GED_____ Year Obtained_____

College

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Name_____ Address (City, State)_____

Major	Minor	Years Attended	Degree	GPA
_____	_____	_____	_____	_____

Specialized Schools

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Name

Address (City, State)

Study or Specialization

Date Attended

Graduate

Yes___

No___

Have you ever been dismissed from a school, or had any disciplinary action ever taken against you during your scholastic career?

Yes___

No___

School

Date

Action

IV. Employment History

Include chronological history of employment starting with current or most recent position. Account for all periods including casual employment and all periods of employment. Be sure to include military experience, if applicable.

Name of Organization	Date Employed From/To
_____	_____
Phone Number_____	Full Time____ Part Time____
Salary_____	Title of Position_____
Name of Immediate Supervisor_____	
Reason for Leaving_____	
Description of Work/Duties_____	

Name of Organization	Date Employed From/To
_____	_____
Phone Number_____	Full Time____ Part Time____
Salary_____	Title of Position_____
Name of Immediate Supervisor_____	
Reason for Leaving_____	
Description of Work/Duties_____	

Name of Organization

Date Employed From/To

Phone Number_____

Full Time____

Part Time____

Salary_____

Title of Position_____

Name of Immediate Supervisor_____

Reason for Leaving_____

Description of Work/Duties_____

Name of Organization

Date Employed From/To

Phone Number_____

Full Time____

Part Time____

Salary_____

Title of Position_____

Name of Immediate Supervisor_____

Reason for Leaving_____

Description of Work/Duties_____

If additional space is needed, attach additional sheets to the application in the same format.

Have you ever been dismissed or asked to resign from any employment or position you have held: Yes____ No____

If you answer "Yes", set forth your explanations on an attached sheet indicating the name of the company, your dates of employment and the reason(s) for your dismissal/resignation.

V. Military Record

Have you ever served in the Armed Forces of the United States? Yes____ No____

Branch of Military Service_____ Type of Discharge_____

Date of Active Duty From_____ To_____

Service #_____

Member of the Reserve Yes____ No____

Branch of Service (Reserve)_____

National Guard Present____ Former____ None____

If you attend drills, meeting or camps; give name of unit and location.

VI. Professional References

Give three references (not relatives or present employers, fellow employees, or school teachers, who are responsible adults of reputable standing in their communities, such as property owner, business or professional men or women including your physician, if you have one, who have known you well for at least five years, preferably those who have known you during the past five years. If retired, give former occupation.

1. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

2. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

3. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

VII. Social References

Give three references (not relatives or present employers, fellow employees, or school teachers, who are responsible adults of reputable standing in their communities, such as property owner, business or professional men or women including your physician, if you have one, who have known you well for at least five years, preferably those who have known you during the past five years. If retired, give former occupation.

1. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

2. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

3. Name_____

Home Address_____

Business Address_____

Home Phone_____

Business Phone_____

Years Acquainted_____ Occupation_____

Have you ever been a plaintiff or defendant in a court action? Yes___ No__

If yes, give date, place, court, names of parties involved, nature of action, and final disposition.

VIII. Financial Status

Do you have any source of income other than your salary or of your spouse?

Yes___ No___

If yes, specify amount and source._____

Have you ever been in or petitioned for bankruptcy?

Yes___ No___

If yes, give particulars, including court and date._____

Have you ever been served or involved in a civil action for garnishment of wage or property?

Yes___ No___

If yes, give particulars, including court and date._____

IX. Relatives Employed by the City of Helena

List the complete names of any relatives (including in-laws) who are employed by the City of Helena.

Name_____

Relation_____ Department_____

Name_____

Relation_____ Department_____

X. Friends/Acquaintances Employed by the City of Helena

List the complete names of any friends and acquaintances who are employed by the City of Helena.

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

Name_____ Department_____

XI. Physical

Height_____ Weight_____

XII. Personal Declarations

Do you use intoxicants? Yes___ No___

If yes, to what extent?_____

Do you use or have ever used such items as marijuana, hashish, cocaine, LSD, amphetamines, heroin, or drug of similar nature? Yes___ No___

If yes, complete the following items for each drug used.

Drug_____ How taken_____

Circumstance_____ How many times used_____

First time used_____ Last time used_____

List the names of Federal, State, and local law enforcement agencies to which you have applied for employment.

If, to your knowledge, any of the above agencies have conducted an investigation of you, indicate the name of the agency and the approximate date of investigation.

Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, fascist, communist, or subversive, or which has adopted, or shows a policy of advocating or approving the commission of acts of violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of Government of the U.S. by unconstitutional means?

Yes___ No___

If answer is Yes to any of these items, explain fully on another sheet of paper, and attach to the end of the application.

An investigation will be conducted of all information listed in this application. Because of this, are you aware of any information about yourself or any person with whom you are, or have been closely associated with which may tend to reflect unfavorably on your reputation, moral, character, ability or loyalty?

Yes___ No___

If yes, please provide your version of this or these incident(s) on another sheet of paper, and attached to the end of the application.

Do you understand all prospective Helena Police Department employees will be required to submit to a urinalysis for drugs prior to employment?

Yes___ No___

XIII. Availability of Applicant

Have you previously submitted any application for employment with the Helena Police Department? Yes_____ No___

If yes, give date and position_____

Earliest date available for employment_____

How much notice to report do you need_____

XV. Pre-Employment Substance Testing Consent and Release

I do hereby certify that I have been given notice of the City of Helena's pre-employment substance testing policy, that I have been provided with access to a copy of the City of Helena's Alabama Drug-Free Workplace Policy Statement; and that I have read or waived my right to read it. I hereby freely and voluntarily consent to submit to urinalysis and/or other screening or tests as shall be determined by the City of Helena in the selection process of final applicants for employment, for the purpose of determining the presence of, and content of, any or all of the following substances:

Amphetamines
Cannabinoids
Cocaine
Phencyclidine
Opiates

Methadone
Methaqualone
Barbiturates
Benzodiazepines
Propoxyphene

I agree that the employer representative, collection site, physician, or clinic or may collect these specimens for screening or testing and may screen them or forward them to a testing laboratory designed by the City of Helena for analysis.

I further agree to and hereby authorize the release of the results of said tests to the City of Helena and to the City of Helena's Medical Review Officer and its agents as provided in the Policy statement. I further agree to release and hold harmless the City of Helena and its agents individually and collectively, including each person or business entity involved in the sample request, collecting, screening, testing, evaluation, and reporting; and for any decisions, adverse or otherwise, made concerning my application for employment based on the screening or test results.

I understand that a negative screen or test is a pre-condition of employment with the City of Helena and that the refusal to submit to screening or testing, or a positive screen or test result will result in the rejection of my application, or the rescinding of a conditional offer of employment, as described in the City of Helena's Alabama Drug-Free Workplace Policy Statement. I also understand that it is not the purpose of this screen or test to identify any disability I may have and that pre-employment screening activities are conducted in compliance with ADA requirements.

I further agree that a reproduced copy of this pre-employment consent and release form shall have one same force and effect as the original. I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Name_____

SSN#_____

Applicant Signature_____

Date_____

Witness Name_____Witness Signature_____

XVI. Authority to Release Information

To Whom It May Concern:

I hereby authorize any Police Officer or other authorized representative of the Helena Police Department bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, creditor educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Helena Police Department Consent is granted for the Helena Police Department to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security Number on a voluntary basis with the understanding such is not required by State statute or regulation. I have been advised the Helena Police Department will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Print Full Name

Signature

Social Security Number _____

Date of Birth _____

Current Address _____

Phone Number _____

Date _____

Witness Name

Witness Signature

**XVII. Applicant Affidavit of Alabama P.O.S.T. Certification and
Basic Law Enforcement Overall Course Average Grade**

NOTICE TO APPLICANT: The information requested on this form is required in order to process your request to be placed on the City of Helena (Police Department Eligible Candidates List). All information requested must be provided or this request will not be processed. Providing the requested information regarding an applicant's Basic Academy Overall Course Average Grade is the responsibility of the applicant. If there is some doubt regarding this Grade, the applicant should contact the Alabama Peace Officers' Standards and Training Commission (A.P.O.S.T.) at 334-242-1045. The City will verify the information contained on this form through A.P.O.S.T. prior to employment consideration. Any discrepancies between the applicant's records and the A.P.O.S.T. records must be resolved by the applicant and a A.P.O.S.T. prior to the addition of the applicant's name to any police department Eligible Candidates List. Records and grades maintained by A.P.O.S.T. will be considered official and final. Inaccuracies or incorrect information provided by the applicant on this form will result in automatic disqualification from consideration for employment and removal of the applicant's name from any police department Eligible Candidate List.

Applicant Information

Name _____
Date of Birth _____
Social Security Number _____
Alabama P.O.S.T. Certification Number _____
Law Enforcement Academy Attended _____
Academy Session Number _____
Dates of Academy Attendance _____
Basic Academy Overall Course Average Grade _____
Current Employer _____

I, _____, by signature hereby affixed, do affirm the accuracy of the information I have provided on this document, and further recognize that any mis-statement, mis-representation or inaccuracy of the information required on this document will automatically disqualify me from consideration for a position with the Helena Police Department and will result in the removal of my name from all Police Department Eligible Candidates Lists. I further agree that a copy of the separate "AUTHORITY TO RELEASE INFORMATION" form I have signed shall authorize A.P.O.S.T. to release any and all information in their records pertaining to me.

Applicant Signature

Date