



HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-6400 * FAX (907) 766-2716

Position Vacancy

Haines Borough Police Chief

The Borough of Haines, population 2,500, is accepting resumes for the position of Borough Police Chief. The Borough of Haines is world-renowned as the adventure capital of Alaska. It is known for its incredible beauty, hiking trails, fishing, boating, and bear and eagle habitat. The Borough of Haines has excellent schools, award-winning libraries, parks, a thriving downtown, ports and harbor, a ferry, air service, and a road system to cities throughout Alaska and Canada.

Classification: Full-time, overtime exempt, salaried **Starting salary:** \$ 120,000 – 135,000 annually, DOE **Hours:** variable, includes nights, holidays, and weekends

Benefits: relocation assistance, Alaska public, employee retirement system (PERS), group health insurance, life insurance, optional 457 deferred compensation, annual and sick leave accrual, paid holidays

POSITION SUMMARY:

Manages the daily operations of the Haines Borough Police Department, including law enforcement, dispatch, a contract jail facility, and emergency response preparations.

QUALIFICATIONS:

Must meet Alaska Police Standards Council basic standards for police officers (13AAC 85.010) and police chiefs (AS 18.65.240, 280)

A minimum of five years in law enforcement, with three years in a supervisory role required, at the rank of sergeant or above.

Graduate of an equivalent reciprocal basic police officer academy (13AAC 85.060(a-c) –Waiver and reciprocity).

Possess an Advanced Certificate from the Alaska Police Standards Council or the ability to obtain one within 14 months. (Out-of-state certified officers must attend certification academy in Alaska)

GENERAL DESCRIPTION:

Duties:

- Manages the police department and state-contracted community jail facility.
- Conducts crime prevention programs and investigations as necessary.
- Supervises, manages and evaluates department personnel, including sworn peace officers, emergency communications specialists, and other administrative staff. Is responsible for recruitment, training, and discipline of department personnel.
- Maintains all department records, including agency criminal and non-criminal records per borough, state, and federal record retention policies.
- Participates in public relations efforts, such as assisting with community events, parades, and activities.
- Develops and administers community service programs and public relations efforts.
- Develops the annual departmental budget. Monitors and authorizes department expenditures per approved budget.
- Stays current with professional public safety standards, best practices, and procedures. Ensures department personnel understand and comply with them.
- Makes recommendations to the borough assembly regarding code changes.
- Represents the borough in matters regarding law enforcement and public safety. Makes public presentations, provides testimony, and regularly interfaces with the public.
- Coordinates law enforcement activities with state and federal agencies as requested.

KNOWLEDGE, SKILLS & ABILITIES:

The successful candidate will have a demonstrated job history that includes the following:

- Demonstrated knowledge of professional law enforcement principles and practices, including investigation, identification, patrol management and development, traffic enforcement, records management, report preparation, and custody of persons and property.
- Knowledge of law enforcement administration and management principles and practices, including budgeting, fiscal control, program/project planning and development, and strategic planning.
- Knowledge of the principles and practices of employment supervision, including employee development, training, performance evaluations, and progressive discipline.
- Knowledge of police operations, principles, and practices, including but not limited to investigations, surveillance, intelligence, court procedures, community/public relations, media relations, community policing/problem-solving, and crime prevention.
- Knowledge of the principles and practices of all emergency management and

coordination aspects.

- Knowledge of the equipment and technology used to provide public safety services, including weapons, communications, computers, and vehicles. **Firearms Instructor and other operational instructor certifications are highly desirable.**
- Demonstrated skill in leading and motivating others.
- Experienced in public speaking and professional networking.
- Skill in establishing and maintaining effective working relationships with borough officials and staff, departments, and other law enforcement and regulatory agencies.
- Skill in conducting investigations of criminal activities or allegations of administrative misconduct.
- Ability to maintain confidentiality.

Education & Experience:

- Minimum of ten years of professional law enforcement experience, including at least three years of command-level experience (Sergeant and above) as a sworn peace officer in a law enforcement agency. Supervisory experience must include responsibility for the management of patrol and investigative functions. **Public Safety Director or Police Chief preferred.**
- Three years of experience operating a small/rural jail facility and emergency dispatch center.
- Alaskan law enforcement experience preferred.
- Successful completion of FBI National Academy, Southern Police Institute Executive Leadership School, or similar preferred.
- Any combination of experience and education that provides the required expertise will be evaluated on an individual basis. Bachelor's degree in Criminal Justice, Public Administration, or Police Science preferred.

LICENSES & SPECIAL REQUIREMENTS:

- Must be at least 21 years of age.
- Possess Alaska Police Standards Council advanced level certificate the first year of service.
- Must have, or be able to obtain, an Alaska Driver's License within 90 days of employment.
- Ability to pass all required pre-employment testing, including but not limited to criminal background, history, and drug testing.

- Must be eligible to work in the US; requirements by federal law if hired, must complete the employment eligibility verification form (I-9)
- Psychological testing, evaluation of writing samples, and other job-related tests may be required.

To Apply:

Submit a Resume, Cover Letter and three professional references to:

Haines Borough Clerk

PO Box 1209

Haines, AK 99827

907-766-6400

clerk@haines.ak.us

More information on Haines can be found at hainesalaska.gov