



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, January 9, 2023 - 12:00 PM**  
**VIA Zoom: <https://us02web.zoom.us/j/7832856334>**  
**Meeting ID: 783 285 6334 | Ph: 312 626 6799**

Notice to the Public: If you would like the supporting documents and information, please call City Hall by noon the day of the meeting. Copies of City Council Agendas are free to the public. In consideration of all, if you have a cell phone, please turn it off or put it on silent ring. The use of obscene and vulgar language, hate speech, racial slurs, slanderous comments, and any other disruptive behavior during the Council meeting will not be tolerated and the offender may be barred by the presiding officer from further comment before the Council during the meeting and/or removed from the meeting.

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **New Business:**
  - A. Consideration of Resolution No. 2023-1 - A Resolution Eliminating the Public Safety Director Position
  - B. Consideration of Resolution No. 2023-2 - A Resolution Adopting Job Descriptions for the Police Chief and the Fire Chief
  - C. Consideration of Resolution No. 2023-3 - A Resolution Approving the Appointments of Captain Derek Meyer to the Interim Police Chief position and Captain Blake Boyle to the Interim Fire Chief Position
  - D. Consideration of Posting the Police Chief and Fire Chief Positions
4. **Adjourn**

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://www.windsorheights.org), and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



**STAFF REPORT  
CITY COUNCIL**

January 9, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Consideration of Resolution No. 2023-1 - A Resolution Eliminating the Public Safety Director Position

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-1 A Resolution Eliminating the Public Safety Director Position

## **RESOLUTION 2023-1**

### **A RESOLUTION ELIMINATING THE PUBLIC SAFETY DIRECTOR POSITION**

**WHEREAS**, there will be a vacancy in the Public Safety Director Position on January 12, 2023; and

**WHEREAS**, this position has been filled since May 7, 2018 by a highly competent individual who has made beneficial reforms to the police and fire departments in his tenure; and

**WHEREAS**, the Finance and Personnel Committee with the input and support of the outgoing Public Safety Director agree that the citizens of Windsor Heights would be better served by creating the separate positions of Police Chief and Fire Chief;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa that the position of Public Safety Director is hereby eliminated.

Passed and approved this 9<sup>th</sup> day of January, 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk



**STAFF REPORT  
CITY COUNCIL**

January 9, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Consideration of Resolution No. 2023-2 - A Resolution Adopting Job Descriptions for the Police Chief and the Fire Chief

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-2 A Resolution Approving Job Descriptions
2. 2023 01 03 Chief of Police Job Description
3. 2023 01 03 Fire Chief Job Description

## **RESOLUTION 2023-2**

### **A RESOLUTION APPROVING JOB DESCRIPTIONS**

**WHEREAS**, the city council has eliminated the position of Public Safety Director in favor of hiring a Police Chief and a Fire Chief; and

**WHEREAS**, city council clarified roles and responsibilities in the proposed job descriptions to reflect duties performed by each position.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa that the attached job descriptions for Police Chief and Fire Chief are hereby approved.

Passed and approved this 9<sup>th</sup> day of January, 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk

## City of Windsor Heights

<b>Job Title:</b> Chief of Police	<b>Classification:</b> Exempt
<b>Department:</b> Police Department	<b>Selection/Approval:</b> Mayor / Council
<b>Reports To:</b> City Administrator	<b>Revision Date:</b> January 3, 2023
<b>Approved by:</b>	<b>Council Review &amp; Approval:</b>

### Summary Description:

Under general direction, plans, develops, implements, and coordinates the ongoing activities of the Police Department. The Chief of Police is responsible for all aspects of the operation of the Police Department.

### Essential Duties & Responsibilities:

- Assumes full management responsibility for all Police Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures. Assists in developing and modifying services and procedures to meet legal, regulatory, institutional and community needs.
- Plans, implements, supervises, coordinates, monitors, directs and evaluates the specific functions and services of the Police Department, including operating policies, procedures, methods and personnel staffing and management.
- Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various Police Department programs. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in law enforcement, public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement, crime prevention, and related support services; incorporates new developments as appropriate.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.

- Responds to and ensures command of police emergencies or community disasters.
- Maintains availability to respond to large scale incidents outside of normal business hours.
- Researches, prepares and submits grants which may benefit the City of Windsor Heights as related to public safety and law enforcement.
- Other duties as assigned.

**Supervisory Responsibility:**

- Leads, inspires, motivates, and guides others toward goals; coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

**Knowledge, Skills and Abilities:**

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.

**Education, Experience and/or Other Requirements:**

*In addition to those of an entry level Peace Officer and meeting the minimum requirements of the Iowa Law Enforcement Academy (ILEA):*

Required:

- Bachelor's degree in criminal justice, public administration, political science, or related field.
- Iowa Law Enforcement Academy certification as a peace officer, or ability to attain within the first year of employment.
- Prior supervisory experience of 10 years, 3 of which should be in a command level position in a department of similar or greater complexity and size.

- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year of employment.
- Reside within 30-mile radius of Windsor Heights.
- Knowledge of the principles of community and problem-oriented policing.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa driver's license.

**Preferred:**

- Master's degree.
- Graduate of Federal Bureau of Investigation National Academy (FBI-NA), PERF Senior Management Institute for Police (SMIP), or similar executive level leadership training.

**Tools and Equipment Used:**

- Possess the ability to operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

**Work Environment/Frequent Physical Demands:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employees may be exposed to close quarters, dirt / dust, fumes / odors, smoke, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.



- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

**Interaction with Other Department/Staff:**

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

***The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Windsor Heights is an Equal Opportunity Employer.

## City of Windsor Heights

<b>Job Title:</b> Fire Chief	<b>Classification:</b> Exempt
<b>Department:</b> Fire / EMS Department	<b>Selection/Approval:</b> Mayor / Council
<b>Reports To:</b> City Administrator	<b>Revision Date:</b> January 3, 2023
<b>Approved by:</b>	<b>Council Review &amp; Approval:</b>

### Summary Description:

Under general direction, plans, develops, implements, and coordinates the ongoing activities of the Fire/EMS Department. The Fire Chief is responsible for the operation of the Fire Department and Emergency Medical Service.

### Essential Duties & Responsibilities:

- Assumes full management responsibility for all Fire/EMS Department services and activities; manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures. Assists in developing and modifying services and procedures to meet legal, regulatory, institutional and community needs.
- Plans, implements, supervises, coordinates, monitors, directs and evaluates the specific functions and services of the Fire/EMS Department, including operating policies, procedures, methods and personnel staffing and management.
- Ensures all local, State and Federal laws and ordinances are properly enforced.
- Develops annual department budgets for operations and equipment. Also assists in developing long-range capital budgets for various public safety programs. Monitors the departmental budgets throughout the fiscal year and oversees the purchase and maintenance of equipment, vehicles, and supplies.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Provides staff assistance to the City Administrator and City Council; prepares and presents staff reports and other necessary correspondence; attends City Council and other meetings as required.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Participates on a variety of boards, commissions, and committees; serves as the City's representatives to committees and community organizations concerned with improvements in Emergency Medical Services and Fire services, public education, and departmental public relations.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of emergency medical care, fire suppression, fire prevention, and related support services; incorporates new developments as appropriate.
- Responds to and may command Fire/EMS emergencies or community disasters.

- Researches, prepares and submits grants which may benefit the City of Windsor Heights as related to public safety, emergency medical services, and fire services.
- Responsible for overall protection of the privacy of patient information as required by departmental policy and HIPAA.
- Assures that all fires are investigated for cause and origin. Cooperates and coordinates with other investigating agencies.
- Has knowledge of and the ability to oversee the implementation of the tasks required of firefighters by NFPA Standard 1582.
- Other duties as assigned.

**Supervisory Responsibility:**

- Leads, inspires, motivates, and guides others toward goals; coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Supervisory responsibilities include interviewing and hiring, scheduling, assigning and directing daily work, conducting performance reviews and providing developmental feedback, facilitating conflict resolution and taking corrective action with employees when deemed appropriate based on performance or conduct.

**Knowledge, Skills and Abilities:**

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Makes sound and well-informed decisions and perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.
- Open to change and new information, adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with pressure and ambiguity.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.

**Education, Experience and/or Other Requirements:**

*In addition to those of an entry level Paramedic and meeting the minimum requirements of the Iowa Bureau of Emergency and Trauma Services (BETS):*

**Required:**

- Bachelor's degree in fire science, public administration, political science, or related field or substantial work towards completion of such degree.
- Prior supervisory experience of 5 years, 3 of which should be in a command level position in a department of similar or greater complexity and size.
- FEMA Incident Command Certification at IS-100, 200, 700, and 800 within the first year of employment.
- Iowa / IFSAC Firefighter II Certification, or completion of same within the first year of employment.
- Iowa / IFSAC Fire Officer I certification, or completion of certification within the first year of employment.
- Knowledge and understanding of Emergency Medical Service operations
- Residence within 30-miles of Windsor Heights' corporate boundary limits.
- The successful completion of a pre-employment drug screen, physical and background check.
- C.P.R., AED and First Aid certifications or ability to obtain.
- Valid Iowa driver's license.

**Preferred:**

- Master's degree.
- Executive Fire Officer (EFO) Designation through the National Fire Academy, or completion of similar leadership training.

**Tools and Equipment Used:**

- Possess the ability to operate: fire apparatus, EMS vehicles, emergency radio, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.
- Personal computers, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

**Work Environment/Frequent Physical Demands:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling and carrying objects 50-100 pounds or greater may be required.

- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employees may be exposed to close quarters, dirt / dust, fumes / odors, smoke, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be able to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed.

**Interaction with Other Department/Staff:**

This position requires a high degree of information sharing between city administration, public works, police, fire/EMS, City Council, mayor, contractors and other staff. It is of the utmost importance that personal information be kept strictly confidential. This position shall also interact with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

***The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the city of Windsor Heights has a similar right.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

City Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Windsor Heights is an Equal Opportunity Employer.



**STAFF REPORT  
CITY COUNCIL**

January 9, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Consideration of Resolution No. 2023-3 - A Resolution Approving  
the Appointments of Captain Derek Meyer to the Interim Police Chief position  
and Captain Blake Boyle to the Interim Fire Chief Position

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-3 Interim Appointments Resolution

**RESOLUTION NO. 2023-3**

**A RESOLUTION APPOINTING DEREK MEYER AS INTERIM POLICE CHIEF AND BLAKE BOYLE AS INTERIM FIRE CHIEF**

**WHEREAS**, the City of Windsor Heights is responsible for ensuing efficient operations and services to its residents; and

**WHEREAS**, the City will soon have a vacancy in the Public Safety Director Position; and

**WHEREAS**, the City Council has decided to eliminate this position and hire a Police Chief and Fire Chief; and

**WHEREAS**, the elimination of the Public Safety Director position will leave unassigned responsibilities and omissions in management authority; and

**WHEREAS**, the City's Personnel and Finance Committee is recommending that Police Captain Derek Meyer assume responsibilities of the Police Chief unless or until a full-time Police Chief is hired; and

**WHEREAS**, the City's Personnel and Finance Committee is recommending that Fire Captain Blake Boyle assume responsibilities of Interim Fire Chief unless or until a full-time Fire Chief is hired;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA:** that Derek Meyer be appointed as interim Police Chief and be empowered with the authority and responsibilities established in the Police Chief's job description and that Blake Boyle be appointed as interim Public Fire Chief and be empowered with the authority and responsibilities established in the Fire Chief's job description; and

**BE IT FURTHER RESOLVED** that their salaries will be adjusted as appropriate during the time period that they serve in these interim capacities and they will continue to serve in interim capacities until further resolution of the Council.

Passed and approved this 9<sup>th</sup> Day of January 2023.

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Mike Jones, Mayor

Attest: \_\_\_\_\_  
Travis Cooke, City Clerk



**STAFF REPORT  
CITY COUNCIL**  
January 9, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Consideration of Posting the Police Chief and Fire Chief Positions

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2023 01 03 WH Police Chief Position Profile





The City of Windsor Heights is looking for our next

# Chief of Police

The City of Windsor Heights, Iowa invites your interest in applying to be our next Chief of Police! Appointed by the Mayor, with the approval of the City Council, the Chief of Police reports to the City Administrator and manages all aspects of a modern, full-service police department.

The Chief of Police will be highly motivated, professional, compassionate, and focused on serving our community. The Chief of Police will be up to date on modern and progressive law enforcement methodology and theories, and will be one who is focused on maintaining relationships as well as developing new relationships with all stakeholders.

The Windsor Heights Police Department currently has an authorized strength of thirteen (13) sworn peace officers and one (1) civilian administrative support position. The department operates 24/7/365 and includes patrol, investigations, administration, records, and animal control functions for the City.



## **THE COMMUNITY**

Incorporated on July 19, 1941, the City of Windsor Heights, Iowa is located in Polk County and the City is part of the Des Moines, Iowa metropolitan area. With a population of approximately 5,252 living in approximately 2,289 households, the City encompasses 1.41 square miles of land with bordering communities including Clive to the west, Des Moines to the east, Urbandale to the north and West Des Moines to the south. The estimated median income for a household is at \$64,490, while the median property value for the City of Windsor Heights is estimated at \$194,200. The community enjoys a mix of residential, multifamily, and commercial properties nestled in the heart of the Des Moines metropolitan area, one of the fastest growing areas in the United States.

Windsor Heights is a vibrant community with the feel of a smaller town while having the amenities, culture, and opportunities of a large City. With year-round events such as the Iowa Cubs minor league baseball games, the Des Moines Science Center, the Sculpture Park, miles and miles of walking/biking trails and various one-of-a-kind restaurants, shops, and storefronts in the area there is always something to do. The State of Iowa, and the Des Moines metro, enjoy a strong, stable economy; high-quality schools and secondary educational opportunities; a strong jobs market; and the "Iowa Nice!" way of life! Windsor Heights is the perfect place to live, work, and play.

## **THE POLICE DEPARTMENT**



The Windsor Heights Police Department (WHPD) is a full-service law enforcement organization providing law enforcement services to the City of Windsor Heights. The WHPD is dispatched through Westcom Emergency Communications, along with five other western Des Moines metro cities. In 2022, the WHPD answered approximately 8,000 calls for service and initiated just over 800 cases.

More statistics and reports can be found at <https://tinyurl.com/yp8wpkkn> under the "Public Safety Annual Reports" header.

### **JOB DESCRIPTION:**

The full job description for this position can be viewed at XXXXXXXXXX.

### **SALARY RANGE:**

The salary range for this position is \$86,326 to \$120,856 annually.

### **BENEFITS INCLUDE:**

- ✓ Healthcare Plans
- ✓ Vision/Dental Plans
- ✓ Short Term Disability Policy full funded by the City
- ✓ Eleven (11) Paid Holidays
- ✓ Two (2) Floating Holidays
- ✓ Thirty-Two (32) Hours of Annual Executive Leave
- ✓ Paid Time Off with the ability to "cash out" PTO per City Policy
- ✓ Phone/Communication Stipend
- ✓ Deferred Compensation Package After 3-years of Service
- ✓ Longevity Pay After 5-years of Service
- ✓ City Owned Vehicle
- ✓ Free Use of Department Gym / Exercise Equipment

### **MINIMUM REQUIREMENTS:**

- ✓ Iowa Law Enforcement Academy Peace Officer Certification, or ability to obtain such within one-year of employment.
- ✓ Bachelor's Degree in criminal justice, public administration, political science, or related field.
- ✓ Prior supervisory experience of 10 years, with 3 years in a command level position in a department similar or greater in complexity and size.

- ✓ NIMS ICS 100, 200, 700 and 800 Certifications, or ability to complete such within 1-year of appointment.
- ✓ Reside within 30-miles of Windsor Heights within reasonable time frame of appointment, as agreed upon by Candidate and the City.
- ✓ Valid Iowa Drivers' License and successful completion of a pre-employment drug screen, physical and background check.

#### **PREFERRED QUALIFICATIONS:**

- ❖ Master's Degree.
- ❖ Graduate of the FBI National Academy, PERF Senior Management Institute for Police (SMIP), or similar executive level leadership training.

**ARE YOU READY TO JOIN OUR TEAM?  
TO APPLY SEND YOUR COVER LETTER, RESUME  
AND FIVE PROFESSIONAL REFERENCES TO  
[xxxx@windsorheights.org](mailto:xxxx@windsorheights.org)**



**\*\* FIRST REVIEW OF APPLICANTS WILL OCCUR ON FRIDAY, FEBRUARY 24, 2023 \*\***  
The City of Windsor Heights and the Windsor Heights Police Department are an equal opportunity employer.

