THE CITY OF FITCHBURG IS SEEKING A
POLICE CHIEF
TO SERVE OUR COMMUNITY

RECRUITMENT BROCHURE
THE POSITION & PROCESS

POLICE CHIEF
Fitchburg Police Department
$135,283.20 to $137,987.20 starting; $145,308.80 pay range maximum.

The City of Fitchburg is pleased to announce the recruitment and selection process for our Police Chief. Fitchburg seeks a collaborative, customer-focused and visionary leader to manage and administer the operations, functions, and activities of the Fitchburg Police Department. The City of Fitchburg is extremely diverse. The ideal candidate will foster an environment that promotes and celebrates diversity, equity and inclusion.

This brochure provides background information on the City, the opportunity as well as the requirements and expected qualifications for the position. Candidates should apply online by June 28, 2021 with cover letter, resume, and contact information for five professional references. To apply online visit www.fitchburgwi.gov/employment.

TENTATIVE RECRUITMENT PROCESS & TIMELINE

The process will contain seven components: supplemental question review; professional panel interview; community panel presentation; City tour; one-on-one interview with the Mayor, group interview with the Police & Fire Commission (PFC) and a public reception. The process will commence as follows:

- **JUNE 28**: Application Period Closes
- **WEEK OF JUNE 28**: Application & Supplemental Question Review
- **WEEK OF JULY 19**: Panel Interview and Community Presentation
- **WEEK OF AUGUST 2**: Interview with Mayor, Interview with PFC, City Tour, Public Reception
- **WEEK OF AUGUST 16**: PFC Selection of New Chief
- **WEEK OF SEPTEMBER 13**: Contingent Offer Made Pending Conditions (Physical, Drug Psychological)
- **WEEK OF SEPTEMBER 13**: New Chief Starts

THE CITY OF FITCHBURG IS AN EQUAL OPPORTUNITY EMPLOYER

CITY GOVERNMENT & POLICE AND FIRE COMMISSION

The City of Fitchburg operates under the Mayor-Council form of government, with a City Administrator providing day-to-day oversight of municipal operations. The City has four aldermanic districts and each district has two Council representatives, each elected for a two-year term with half of the Council up for election every year.

The Mayor is elected at large to a three-year term. The Mayor is the chief executive officer of the City and presides over meetings of the Common Council. The Common Council formulates policy and enacts local laws, usually in the form of resolutions and ordinances. The Common Council is directly responsible to the residents of Fitchburg.

The Police and Fire Commission is a statutorily-defined commission consisting of five city residents appointed by the Mayor and approved by City Council. The Police and Fire Commission is involved with hiring, promotion, suspension, demotion, and termination recommendations and decisions. The Chief has regular interaction with the Police and Fire Commission and is expected to provide personnel recommendations and other information within the authority of the Commission as requested.
Fitchburg’s official history began as the town of Greenfield in 1847, until the name was changed to Fitchburg in 1853. A significant number of settlers to the area arrived following the potato famine in Ireland. Fitchburg was a farming community, beginning with wheat and later transforming to livestock farming and dairying.

Fitchburg changed over the 20th century to a mixture of agriculture to the south and suburban communities, retail stores and industrial parks in the north. In 1983, the Town of Fitchburg became the City of Fitchburg to preserve its autonomy against Madison expansion.

Today, Fitchburg’s population of 30,391 is growing at nearly twice the rate of Dane County and eight times the statewide rate. The greater Madison area’s population is more than 546,695. Fitchburg is Dane County’s third largest city and is one of the most diverse communities in the state.

With its ideal location between Madison and rural farmlands, and its close proximity to UW-Madison, the State Capitol and Dane County Regional Airport, Fitchburg offers the best of city and rural life. Vibrant neighborhoods and urban districts are surrounded by family farms, community parks and world-class bike trails.

The City encompasses approximately 35 square miles including a number of parks, open spaces and other recreational facilities. In fact, Fitchburg’s commitment to public recreation and open space provides residents with about 730 acres of parkland, open spaces, and recreation trails in at least 95 different areas. Facilities and amenities include a golf course, a dog park and splash pad.

Fitchburg has emerged as a biking hub. Designated a Silver Level Bicycle Friendly Community by the League of American Bicyclists, Fitchburg features two mountain bike trails and five recreational rides, three of which are state trails.

Fitchburg K-12 students attend one of three school districts: Madison Metropolitan School District, Oregon School District and Verona Area School District. Several area private schools serve the community as well.

The greater Madison area offers a wide variety of higher education opportunities. Chief among them include the University of Wisconsin – Madison, the state’s flagship school. Other noteworthy institutions include Edgewood College and the Madison Area Technical College.

The Fitchburg economy is made up of targeted industry clusters which include: agriculture, advanced manufacturing, life sciences, information technology, and headquarters, regional, and back-office operations. Major employers include Sub-Zero Group, Promega Corp., and Thermo Fisher Scientific.

**FITCHBURG**

Fitchburg is located in Dane County is a southern neighbor of Madison.

- 5 Minutes to State Capitol
- 1.5 Hours to Milwaukee
- 2.5 Hours to Green Bay
- 3 Hours to Chicago
- 4 Hours to Minneapolis

**AT A GLANCE**

- **30,792** Residents
- **35** Square Miles
- **12,449** Households
- **$315,900** Median Home Value
- **$72,324** Median Household Income

INTRODUCTION
The Fitchburg Police Department, comprised of 52 sworn personnel, 12 civilians and several part-time personnel, provides police services, non-emergency dispatch, and animal control services to the community.

Serving 35 square miles, the department handles a diversity of calls for service in urban and rural areas of the city. A strong community-policing focus has long served as a cornerstone of the department’s operations. Officers are encouraged to build relationships with community stakeholders to identify and address problems.

Specialized assignments within the department include K9, evidence technician, honor guard, motorcycle, special response team, tactics instructors and more. A shared data analyst provides assistance to personnel to address concerns, identify trends, and help solve problems.

MISSION, VISION & VALUES

MISSION
To Serve and Respect

VISION
A trusted, impartial partner in the pursuit of a peaceful community, where all members feel safe and respected.

VALUES
• SERVICE: We exist to serve our community through education, prevention, protection, investigation, assistance, and partnership.
• TEAMWORK: We work with others to do what is right for our community.
• ACCOUNTABILITY: We hold ourselves responsible to those we serve, including each other. We recognize accountability as the cornerstone of trust and legitimacy within our community.
• RESPECT: We value human life, the community we serve, and constitutional policing. We treat others the way we desire to be treated, with an emphasis on dignity, empathy, and fairness.

AT A GLANCE
20,000 CALLS FOR SERVICE ANNUALLY
$8,558,128 2021 OPERATING BUDGET
52 SWORN PERSONNEL
12 CIVILIAN PERSONNEL

ORGANIZATIONAL CHART
Leading a modern and professional police agency is a challenging task, but with every challenge comes opportunity. Several challenges and opportunities for the next Chief are highlighted here.

**EQUITABLE AND INCLUSIVE ENVIRONMENT**
The Police Chief will foster an environment that promotes and celebrates diversity, equity and inclusion. The successful candidate will be committed to fair and impartial policing and implement professional data-driven policing strategies to ensure the Fitchburg Police Department remains a culturally competent organization providing services to the community. The successful candidate will continue ongoing diversity, equity and inclusion training initiatives.

**COMMUNITY BUILDING AND ENGAGEMENT**
The successful candidate will enhance trust between the Department and the community by engaging with community stakeholders to develop a shared vision and goals for public health and safety. The Chief will promote transparency and accountability by working collaboratively with the community. The Chief must be open-minded and ready to evaluate new approaches to public safety.

**ACCREDITATION AND PROGRESSIVE APPROACHES**
The new Chief will be expected to lead the Department toward state level accreditation and examine, update and improve internal policies and systems making changes that are in alignment with modern practices, including 21st Century Policing and Procedural Justice.

The Department is currently working with Lexipol to review and update its policy manual. Community feedback and engagement is a priority during this process, which is anticipated to conclude by the end of the year.

The Chief should bring a proven commitment to progressive department-wide training that is consistent with and responsive to the needs of the community, such as de-escalation, fair and impartial policing, trauma-informed practices, victim-centered approaches, and procedural justice.

**EMPLOYEE DEVELOPMENT AND WELLNESS**
The ideal candidate will believe in staff development and support the health and wellbeing of its department. Leadership development, specialized training and assignment opportunities are important in ensuring successful recruitment and retention efforts. The Department currently provides a peer support team, a Chaplain program and an annual employee mental health wellness day, which includes a check-in with a mental health provider, to support Police employee wellness.

**NEW POLICE FACILITY**
The Department currently occupies the lower levels of City Hall and is faced with a number of space needs as a result of community growth. The City of Fitchburg’s current Capital Improvement Plan (CIP) provides funding to address existing space needs of the Department and City Hall. The CIP, which is subject to City Council approval annually, currently provides $25 million for a new police facility to be designed beginning in 2022 and occupied in 2024. The Chief will be responsible for continuing to address existing space needs while assisting in the planning for the new facility.

**TOWN OF MADISON ABSORPTION**
Under a cooperative agreement, the Town of Madison is scheduled to dissolve in October of 2022, leaving portions of its jurisdiction to the City of Madison and the City of Fitchburg. The Chief will be responsible for continuing the planning toward the transition of police services to the new area of the City of Fitchburg. The transition will include adjusting existing resources, planning for new resources and effectively delivering police services to over 1,500 new residents.
EDUCATION AND EXPERIENCE
• An Associate’s degree in criminal justice, business, public administration, or a related field. Bachelor’s degree strongly preferred. Master’s degree preferred.
• Ten years progressively responsible municipal law enforcement experience. A minimum of five years experience at a command level involving leadership, performance evaluation and assessment, planning, budgeting and/or related administrative responsibilities strongly desired.
• Graduation from an administrative program such as the FBI National Academy, Southern Police Institute, Wisconsin Command College or Northwestern School of Staff and Command highly desirable.
• Must be certified/certifiable (within 12 months of hire) as a Law Enforcement Officer by the Wisconsin Law Enforcement Training and Standards Board or must qualify for Wisconsin’s Reciprocity Process.
• Ability to foster an environment that promotes and celebrates diversity, equity and inclusion.
• Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
• Possess a reputation for fairness in personnel actions and working with employees taking into account individual employee needs while getting the work of the Department done on a timely basis.
• Have management experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the organization consistently functions at a high level of customer service.
• Have a track record of assessing the skills and abilities of existing personnel in an effort to maximize their talent and expertise, including opportunities for employees to take on new challenges and develop as professionals.
• Experience in working and collaborating with elected officials, city boards and commissions, and community groups.

MANAGEMENT STYLE AND PERSONAL ATTRIBUTES
• Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
• Be a clear and concise communicator.
• Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
• Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.
• Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
• Project a professional presence in appearance, actions, and personal demeanor in representing the City, and be a person who can inspire confidence and credibility within the Police Department.
• Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges. Be a leader who supports their team and holds the team accountable when appropriate.
• Have the ability to make effective presentations; possess strong public relations experience and have excellent writing skills.
• Have the ability to set high standards of performance, productivity, and initiative by Departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.
• Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
• Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others. Have a sense of humor when appropriate to the circumstances.
• Keep the Mayor apprised of major activities and operations of the Police Department in a consistent and timely manner, passing on both “good news and bad news” in a tactful, self-confident and professional manner.
**COMPENSATION AND BENEFITS**
- Salary: $135,283.20 minimum starting
- Wisconsin Retirement System
- Excellent health insurance
- Dental and vision insurance
- Flexible Spending Account
- Short and long term disability insurance
- Life insurance
- Deferred compensation
- Professional development
- Paid leave includes vacation, holiday, personal and sick time

A complete summary of benefits is available [here](http://www.fitchburgwi.gov).

**TO APPLY**
Candidates should apply online by June 28, 2021 with cover letter, resume, and contact information for five professional references. To apply online visit [www.fitchburgwi.gov/employment](http://www.fitchburgwi.gov/employment).

Questions regarding the position and process should be directed to Human Resources Manager Sarah Olson. Email: Sarah.Olson@fitchburgwi.gov  Phone: (608)270-4211

**FOR MORE INFORMATION**
[www.fitchburgwi.gov](http://www.fitchburgwi.gov)