

Peckham & McKenney  
"All about fit"



**PECKHAM**  
&  
**MCKENNEY**  
EXECUTIVE SEARCH

**Police Chief**  
CITY OF BOX ELDER, SOUTH DAKOTA



## THE COMMUNITY

Welcome to the City of Box Elder, the "Gateway to the Black Hills," home to Ellsworth Air Force Base and the best-kept secret in South Dakota. We are a small but dedicated group of professionals who take pride in our work and love serving our vibrant community. Seated along Interstate 90 in southwestern South Dakota, the City of Box Elder is rapidly growing and home to more than 12,000 residents. Nestled close to the famous "Black Hills," we are only a short distance to miles of hiking trails, skiing/snowboarding within 45 minutes, and countless other natural wonders all within a short drive.

Located just east of Rapid City, Box Elder is proud to be developing its own unique identity with brand new developments and new businesses coming to town to support the region's trade area due to its convenient location. As the region's population continues to grow, the city is focused on building new infrastructure to support the community, including hotels, restaurants, medical centers, and retail stores. With 400 new housing units being built in the downtown area, a brand-new high school, and a new downtown plaza that broke ground



last year, Box Elder is a city with endless growth and opportunities. For recreational enthusiasts, kayaking, hot springs, mountain climbing, mountain biking, and many other outdoor activities can all be found in our backyard.

With an award-winning school system and multiple colleges and universities nearby, Box Elder has a talented workforce consisting of young professionals from the South Dakota School of Mines and Technology, Black Hills State University, and Western Dakota Technical College. With endless room for expansion and growth and a community that cares about the region's sustainable future, Box Elder is the gateway to opportunity where the possibilities are endless. For additional information visit the [City's website](#).

## THE DEPARTMENT

The Box Elder Police Department is currently comprised of thirty sworn

and civilian staff. Those staff make up three divisions, Patrol, Criminal Investigations, and Administration. The staff are guided by mission and vision, statutory direction, local ordinance, and policy. The Department's fiscal year 2023 budget is \$2.78 million.

The patrol division, led by three sergeants, serves the community around the clock, and works collaboratively with the surrounding agencies to answer over ten thousand calls for service each year.

The criminal investigations division, led by one sergeant, is responsible for the investigation of all serious crimes and potential criminal activity. Our school resource officer is also a member of the criminal investigations team and works in a multi-agency team within the Douglas School District.

The administration division is comprised of the Chief of Police, Assistant Chief of Police, and non-sworn administrative support staff. That staff works to ensure the timely release of public information, quality customer interaction, and that the training, equipment, and leadership needs of the other divisions are met or exceeded!

The County of Pennington provides dispatch services through a consolidated Emergency Services Communication Center located in Rapid City. Jail services are provided by the Pennington and Meade County Sheriff's Offices.

The Department recently underwent an organizational best practices audit conducted by the Justice Group. Implementation of the recommended best practices will include a departmental restructuring that increases staffing levels.

## THE POSITION

Under the direction of the City Administrator/Chief Finance Officer, the Chief of Police is the administrative head of the Police Department.



Commanding the sworn and civilian staff, the Chief sets the direction of the department through effective servant-leadership. The Chief works closely with the City Administrator/Chief Finance Officer to develop, implement, and administer the budget. The Chief works with the command staff and makes recommendations on projects tied to the City's health and



safety, including training, equipment procurement, growth management, and community education initiatives.

The Chief also serves in other administrative support capacities in the furtherance of the City's goals. Those include working with the Human Resources department on employee processes, recruitment, and retention. The Chief also works with the City Administrator's office on subjects that have a nexus to public safety and law enforcement. Additionally, the Chief works with the City Attorney's office on City-initiated criminal and regulatory actions, as well as any civil proceedings.

## THE EXECUTIVE TEAM

The Executive Leadership Team of the City of Box Elder is comprised of the Public Works Director, the Planning & Zoning Director, the City Engineer, the Human Resources Director, and the Economic Development Director, with the City Administrator/Chief Finance

Officer at the helm. Together the team works interdependently to accomplish the goals of the city and steer the city to success through cooperative team-oriented methods, strategic planning, and implementation.

## THE IDEAL CANDIDATE

The City of Box Elder is seeking a strong relationship builder who will engage with internal and external customers. The new Chief of Police will assist in continuing the community education-focused efforts provided by the Department's talented staff.

The Chief must be a servant leader who cultivates positive relationships and motivates others by inspiration and innovation. Competence and confidence are a must, and a genuine desire to seek understanding with an attitude of curiosity will be a key desired trait.

The ideal candidate will be rooted in ethical decision-making and will have the highest degree of integrity. They must be an empathetic and courageous leader who is approachable, visible in the community, and a collaborative member of the City's executive leadership team.

The Chief must also understand the unique needs of staff in a smaller organization and work to create systems that will allow the team to be successful and fulfilled in their respective roles. They will also be responsible for encouraging and facilitating the professional development of the team.

The Chief will be optimistic, deliberate, humble, transparent, and have a proven track record of effectively managing organizational change.

Key departmental initiatives include:

- Implementation of The Justice Group recommendations;
- Completion of the Police Department's strategic plan and associated work plans that align with Council priorities;
- Implementation of the Tyler Munis ERP – Tyler Connect; and
- Creation of recruitment and retention plans that grow and develop existing staff and attract new talent.

## TRAINING AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:** Five (5) years of law enforcement experience and three (3) years of command experience at a supervisory level above the rank of Sergeant.

**TRAINING:** Equivalent to a bachelor's degree in criminal justice, or a related field of study. Possession of an advanced degree, along with demonstrable experience as a trainer/instructor is beneficial.

**LICENSE OR CERTIFICATE:** Possession of a valid driver's license. Possession of South Dakota Law Enforcement Certification within one year of date of hire.





The selected candidate will be required to complete a full background investigation including a psychological examination.

## COMPENSATION AND BENEFITS

The annual salary range is \$102,105.71 - \$189,298.25 depending on qualifications and experience.

The City also offers an attractive benefits package which includes the following:

**MEDICAL PLANS:** The City will pay 100% of employee-only premium costs for medical insurance. The City offers three medical plan options through Allstate Benefits including an HSA-eligible high-deductible plan. All plans allow members to see any provider of their choice; there is no network. The employee is responsible for the premiums of qualified dependents.

**DENTAL AND VISION PLANS:** The City will pay 100% of employee-only premium costs for dental and vision insurance. The City offers Delta Dental for dental insurance and Principal VSP for vision insurance. The employee is responsible for the premiums of qualified dependents.

**BASIC LIFE INSURANCE AND AD&D INSURANCE:** The City provides \$50,000.00 in Life and AD&D insurance at no cost to employees who work more than 20 hours per week.

## SEARCH SCHEDULE

Filing Deadline: .....June 30, 2024  
Preliminary Interviews (telephonic): .....July 2 - 3, 2024  
Recommendation to City:.....July 12, 2024  
Panel Interviews (In-Person): .....July 25, 2024  
Finalist Interviews (In-Person):.....July 26, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

**HOLIDAYS:** The City recognizes 10.5 holidays in the calendar year.

**TIME OFF AND VACATION LEAVE:** Paid Personal Leave is accrued at the rate of 4 hours per month; Vacation Leave is accrued at 6.15 hours per pay period for management-level staff. Executive Leave in the amount of 32 hours is additionally granted to management-level staff.

**RETIREMENT:** Employment with the City includes enrollment in the South Dakota Retirement System. Law Enforcement staff contribute 8% to retirement and there is a matching contribution from the City.

**RELOCATION EXPENSES:** The City will reimburse up to \$5,000 in moving/relocation expenses.

**VEHICLE:** The Chief will be provided with a City issued take home vehicle.

For a complete description of benefits, please visit: [City of Box Elder Benefits Handbook](#)



## THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

**Peckham & McKenney**  
[www.peckhamandmckenney.com](http://www.peckhamandmckenney.com)

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.

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