



STATEMENT OF QUALIFICATIONS FOR POLICE CHIEF ASH GROVE, MISSOURI

INTRODUCTION

The City of Ash Grove, Missouri, ("City") is requesting Statements of Qualifications from experienced individuals to be employed Full Time as the City Police Chief and Emergency Management Director, Salary range \$68,000 - \$72,000 commensurate with qualifications.

CHIEF OF POLICE

DEFINITION

Under administrative direction, plans, organizes, coordinates and directs the city's comprehensive police services and law enforcement program, including patrol, traffic enforcement, investigation, animal control and administrative support services; provides professional assistance to City in areas of expertise and coordinates assigned activities with other City departments and outside agencies; fosters cooperative working relationships with citizen groups and other agencies on police matters; provides highly responsible and complex administrative support to the City; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the Mayor. Chief provides direct and functional supervision over sworn and non-sworn law enforcement personnel of the Police Department.

EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes, coordinates, and directs through appropriate police personnel, all city police functions including patrol, law enforcement, investigation, emergency management, community and administrative services.
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
3. Works closely with the Mayor, the Board of Aldermen, Risk Management, City Attorney, other city departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve police service problems.
4. Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.
5. Represents the city and the Police Department and works closely with citizen groups, public and private officials, and outside agencies; and serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
6. Actively participates as a member of the City's management group.

7. Prepares and recommends long-range plans for city police service programs; develops specific proposals for action on current and future city needs.
8. Directs the selection, supervision and work evaluation of department personnel; participates in various personnel matters, including investigating complaints, and in conducting internal investigations when appropriate, and provides corrective action as appropriate.
9. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
10. Directs the preparation and administration of the annual budget for the police department and Emergency Management Department.
11. Coordinates the preparation of a wide variety of reports or presentations for the City.

MINIMUM QUALIFICATIONS

Ability to:

Plan, organize, administer, coordinate and evaluate a comprehensive police services program.

Select, motivate and evaluate staff and provide for their training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards and internal controls.

Analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.

Prepare clear and concise reports, correspondence, and other written materials.

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and city staff.

Exercise sound independent judgment within general policy and administrative guidelines. Plan, communicate and provide direction, leadership, and a vision for the department-and operations standards.

Foster strong community relations and partnerships through the creation and administration of model community policing programs and activities.

Knowledge of:

Principles of community policing and a willingness to work collaboratively with the community.

Administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.

Principles and practices of law enforcement, investigation, patrol, community services, and related police services.

Criminal law, codes, ordinances and court interpretations including rights of citizens, apprehension, arrest, search and seizure, and rules of evidence.

Principles and practices of budget development and administration.

Local government organizations and functions as related to public safety.

Modern and complex principles and practices of law enforcement.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.

Financial planning, management and resource allocation; cost accounting, budgetary processes and procedures for local government and federally funded programs.

Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies.

Effective leadership, mentoring, team building, methods and problem-solving techniques.

Supervision, including hiring, cultural and ethnic diversity, firing, training and development, discipline, delegation and performance evaluation.

Persuasive written and oral communication and presentations with individuals and before groups.

Organizational development, reorganizations and program development, evaluation, goal setting.

Political environment and sensitivities.

QUALIFICATIONS

Education:

The minimum qualifications are a bachelor's degree, ability to obtain bachelor's degree, or an equivalent combination of education and supervisory experience, ten years as a police officer with five years of progressively responsible police management experience. Any combination equivalent to experience and education that could provide the required knowledge and abilities would be qualifying.

License and Certification:

Possession of a P.O.S.T. Class A or B Certificate.

Possession of a valid drivers' license from the State of Missouri at the time of appointment

Special Requirements

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities, as appropriate; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours. The police force of the City shall be under the

control and direction of the police chief appointed by the Mayor and Board of Aldermen, said person to have the title as may be approved by the Board of Aldermen. The person so appointed shall meet all of the same requirements imposed by law and shall have the same rights, responsibilities and privileges as does a chief of police in the State of Missouri.

TOOLS

Police car, police radio and radio systems, radar gun, handgun, taser gun, and other weapons as required, side-handle baton, handcuffs, first aid equipment, personal computer and peripheral equipment and software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The incumbent must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the incumbent may work in outside-weather conditions. The incumbent is occasionally exposed to cold, wet, and/or hot humid conditions.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

Class specifications are intended to present a descriptive list of the ranges of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job

2. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

The response to this RFQ should be delivered as follows: One (1) hard copies plus one (1) electronic PDF file version (on a CD, flash drive or via email) shall be submitted to the address below in a sealed package clearly marked to the attention of Joyce Bellm and must be received by 12:00 PM (noon) Central Time on June 29, 2025, to address below:

Joyce Bellm, Clerk,
P.O. Box 235
100 W. Main Street
Ash Grove,
MO 65604.
Phone: 417-751-2333
joyce.bellm@ashgrovemmo.gov

1. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
2. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract or employee individual submitting a proposal.
3. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
4. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements and Evaluation Criteria

The following are the contents that all proposals should include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable individual. Note: The sequence of the listing is not intended to reflect relative weight of each category:

1. Interest and Relevant Experience: A statement of interest (not to exceed two pages) including a narrative describing the respondent's capabilities, relevant experience, and interest in the scope work/job.
2. Availability: A statement on the availability and commitment of the respondent to undertake the scope of services.
3. Background and Training: Resumes should list all relevant educational background/training and experience.
4. References: The name, address and telephone number of at least three references (preferably superior officers or city/government employers) who can attest to the respondent's ability to perform the services. Proposal shall include a description of the relationship between each reference and the respondent.
5. Disclosure: Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in being employed by the City.
6. Requested Salary.