



POLICE CHIEF

TOWN OF MATTHEWS, NORTH CAROLINA

First Review of Applications: April 18, 2023

THE COMMUNITY

The Town of Matthews, North Carolina (pop. 30,088) is located in southeastern Mecklenburg County just a few miles from Charlotte, one of the fastest-growing cities in the U.S. Matthews has kept its small-town identity and welcoming charm, with attractive landscaping and wide, shaded sidewalks creating an inviting community. Many parks and open spaces are accessible within walking and biking distance from most parts of town.

Matthews is full of historic character, much of which is on display at the Train Depot and Visitor's Center, the Matthews Heritage Museum, and the Historic Reid House. Town residents put a high value on the Town's heritage and the preservation of historic buildings and landmarks throughout the community. Matthews is also known for its extensive offering of special events and first-rate parks and recreation amenities. Visitors from around the region flock to the Town for its art exhibits at the McDowell Arts Center, BeachFest at Stumptown Park, and the Matthews Alive Festival, which draws tens of thousands of visitors each year.

Downtown Matthews is a true destination in the region, with a reputation for a variety of dining, entertainment options, and thriving local businesses. Pedestrian-friendly streetscapes create a safe and inviting environment. New mixed-use development in the downtown support merchants and add vibrancy to the community. Matthews has a diverse and flourishing economy, with a mix of small businesses and large corporations. The Town is home to several major employers, including Novant Health Matthews Medical Center and Harris Teeter, Inc. - Headquarters.

Matthews is served by the highly-rated Charlotte-Mecklenburg School District, which offers a wide range of educational options, including magnet schools, charter schools, and traditional public schools. There are also numerous private and parochial schools located within Matthews or within easy commuting distance. Matthews has a strong sense of community and residents are actively involved in shaping the Town's future through various committees, boards, and volunteer organizations.

The Town of Matthews offers a great quality of life, a strong economy, excellent schools, ample recreational opportunities, and a close-knit community. It is this great variety of offerings that has given Matthews an outstanding reputation in the cultural and social landscape of the region.



THE ORGANIZATION

The Town of Matthews has a Council-Manager form of government and is governed by a Mayor and a six-member Board of Commissioners. A nonpartisan election for Mayor is held every two years. Commissioner elections are also nonpartisan, and all seats are at-large. Commissioners are elected for two-year terms. The next election is November 2023.

The mission of the board is to represent the public interest, promote quick, courteous response to residents' problems, provide leadership and direction to the Town's future, and ensure the present and future fiscal integrity of the municipal government. [Click here to view the Town's recently approved 2023-2028 Strategic Plan](#). The Town's total FY 2023 General Fund Budget is \$28,541,985.

The Matthews Police Department budget is \$8,865,110. The Department is staffed by approximately 87 full and part-time employees generally serving in one of three service divisions: Administration, Criminal Investigations, and Patrol. The Department is aided in its mission by 2 reserve officers and 18 dedicated citizen volunteers. While employees' work shifts vary from 8 to 12 hours, many still volunteer to assist organizations like Safe Kids and the Police Explorer's Post.

THE POSITION

The Police Chief directs all activities of the Police Department, including establishing goals, policies, and evaluations, planning special enforcement activities, preparing reports, analyzing crime trends, cooperating with other law enforcement agencies, budgeting, and supervising personnel. The Police Chief reports to the Town Manager.

Responsibilities of the position include:

- Oversees and manages the Police Department and law enforcement services in the Town; meets with supervisory staff on a regular basis to clarify mission and objectives; builds a sense of team within the Department; ensures that all are informed; and obtains input on decisions and issues.
- Supervises all Departmental personnel through subordinate supervisors; establishes policy; sets priorities; reviews performance standards of the department; directs procedural changes as appropriate.
- Oversees the recruitment, selection, and training of civilian and sworn personnel for the Department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.
- Prepares and presents written reports and documents to staff, Town management and elected officials.
- Prepares and recommends annual budget in consultation with the Town Manager; supervises and participates in the application for grants.
- Receives and investigates inquiries or complaints from the public concerning police activities and services.
- Supervises the preparation of periodic reports of crime and accident activity and Police Department activities in relationship to this information; analyzes data for trends. Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention and investigative activities.
- Promotes the Department's work and goals to the public through individual contact and addressing civic groups, school groups, and other organizations.
- Develops emergency response plans and oversees their implementation during emergency situations.
- Performs law enforcement tasks as needed, especially in disaster and community emergency situations.
- Performs other related duties as required.



LEADERSHIP OPPORTUNITIES

As part of the Town's 2023-2028 Strategic Plan, the Police Chief will be tasked with leading, implementing, and/or monitoring three key objectives:

Objective 1: Meet the community's desire for a high level of safety and security.

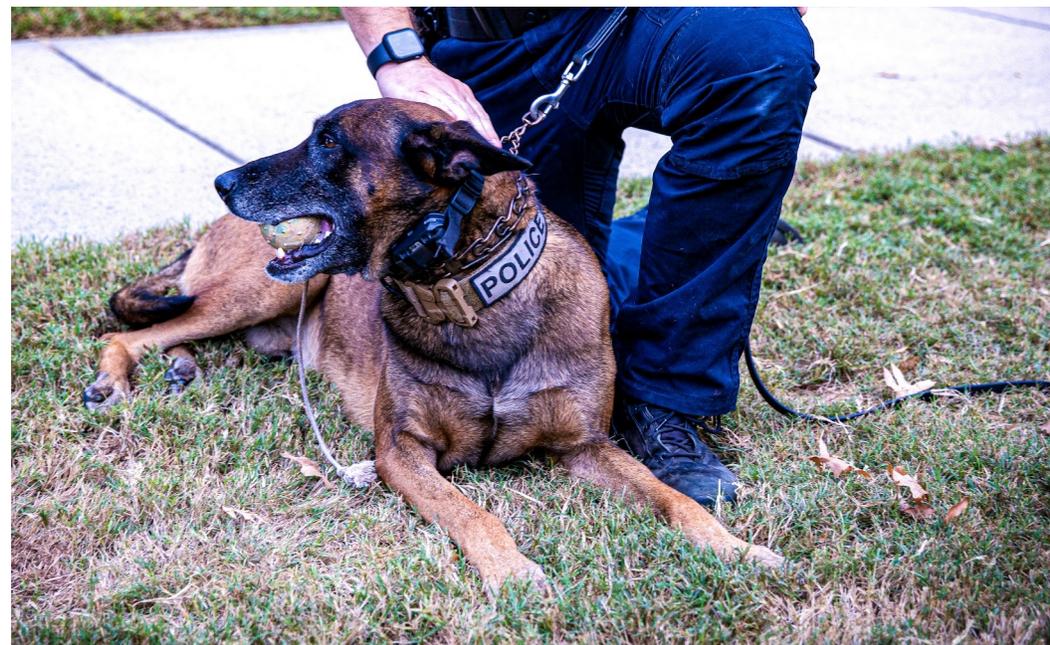
Continually evaluate appropriate staffing needs to maintain desired level of service; continue efforts to be an employer of choice to attract and retain a skilled workforce; remain responsive to citizen requests for traffic calming/speed limit enforcement.

Objective 2: Continue public safety outreach and engagement with the community.

Maximize community policing tactics including partnerships, public outreach, etc.; maximize community risk reduction, education and outreach; continue public engagement and communication efforts.

Objective 3: Implement public safety best practices.

Continually evaluate funding needs to maintain desired level of service; maximize data driven policing and deployment tactics to keep crime rates as low as possible; continue use of CPTED principles (Crime Prevention Through Environmental Design); Town departments continue working together collaboratively.



DESIRED CAPABILITIES

The ideal candidate for the Police Chief position will be a strong communicator who is transparent, agile, engaging, and actively involved with Town leadership, Department staff, partner organizations, and the community. The Police Chief will need to demonstrate integrity, empathy, and care for others, effective listening skills, be a trusted servant leader who inspires, develops, and empowers all Department staff, and sets the example for building and maintaining a positive and progressive culture within the Department.

The Police Chief will need to exhibit humility and be highly ethical, approachable, and accessible to build the morale of the department, setting clear expectations that lead to a work environment that creates a diverse and inclusive workplace where all ideas are welcomed and respected.

The ideal candidate will have experience implementing and promoting cultural competency and sensitivity, with a focus on community-oriented policing strategies that foster positive relationships between law enforcement and community members from all backgrounds.

The Police Chief will also have experience attracting, recruiting, and retaining public safety staff with a diversity and equity lens that compliments the community it services. In addition, desired candidates will possess:

- Comprehensive knowledge of the laws, principles, practices, methods, rules and regulations relating to the administration of criminal justice and law enforcement.
- Comprehensive knowledge of state and federal laws, local ordinances and policies of the Police Department.
- Comprehensive knowledge of scientific methods of crime detection, criminal identification, and radio communication.
- Comprehensive knowledge of the geography of the Town, or ability to obtain such knowledge within a reasonable timeframe.
- Demonstrated ability to implement progressive law enforcement best practices using change management principles, including effective communication, training, timing, feedback, and budgetary considerations.
- Demonstrated business acumen including ability to balance advocating for the Department (civilian and non-civilian) with collaborating with the management team to address interdepartmental and organization-wide issues.



DESIRED CAPABILITIES *(continued)*

- Ability to provide leadership to expand community outreach and engagement including meeting with civic groups, building relationships in all segments of the community, and connecting with different cultural groups.
- Ability to review the department's structure and assess the adequacy of staffing to meet community needs and provide the resources to department priorities such as community engagement, diversion, and participation in partnerships.
- Ability to incorporate succession planning and review the structure of the department to create opportunities to prepare members of the department for advancement.
- Ability to stay abreast of changing requirements and practices and understand evolving public safety needs to lead the department through policy development, updates, and implementation.
- Ability to evaluate the effectiveness of the police operations and to institute improvements, including all administrative and supervisory functions.
- Ability to provide vision, clarify the mission and lead and inspire confidence among subordinate staff; skill in team building, counseling, coaching, motivation, communication, and performance evaluation with subordinates.
- Ability to think and plan strategically and delegate while balancing attention to detail with the necessity to take broader approach.
- Ability to establish and maintain effective working relationships with other Town officials, law enforcement agencies, associates, and the general public.
- Ability to act with sound judgment in routine and emergency situations.

EDUCATION AND EXPERIENCE

This position requires graduation from an accredited college or university with major course work in law enforcement, public administration or related field and extensive law enforcement experience of a progressively responsible nature in police science or an equivalent combination of education and experience.

The hired candidate must meet and maintain minimum training and experience requirements for the position as established by the Town and State of North Carolina. This includes the ability to obtain the credential of sworn law enforcement officer, as issued by the North Carolina Criminal Justice Education and Training Standards Commission, within 12 months of hire.

Qualified candidates will possess or be able to possess a valid North Carolina's driver's license and an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission.



COMPENSATION AND BENEFITS

The starting salary range for this position will be **\$107,618 - \$137,213**. The Town offers a competitive benefits package to include medical, dental, vision, and life insurance, paid holidays, vacation and sick leave, longevity pay, and participation in the North Carolina Local Government Employees Retirement System. [Click here for the Town's Summary of Benefits](#). Relocation reimbursement is negotiable.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://governmentjobs.com/careers/bakertilly>

This position is open until filled; however, first review of resumes occurs on **April 18, 2023**. Following the first review date, we will evaluate all applications against the criteria outlined in this brochure. For more information, please contact Yolanda Howze at yolanda.howze@bakertilly.com or by calling 312-240-3401.



For more information about the Town of Matthews, visit: <https://www.matthewsnc.gov/>

The Town of Matthews is an equal opportunity employer.

