



CITY OF GENEVA CHIEF OF POLICE



THIS IS AN EXCITING OPPORTUNITY TO WORK AND LIVE IN NEW YORK STATE'S BEAUTIFUL FINGER LAKES REGION. THE CITY OF GENEVA IS SEEKING A HIGHLY SKILLED HONEST, HUMBLE, DECISION-MAKER AND DEVELOPER OF TALENT WHO CAN ENSURE THE POLICE DEPARTMENT MOVES FORWARD TO MEET THE FUTURE IN AN INDUSTRY THAT FACES NEW CHALLENGES EVERY DAY IN THE SEARCH FOR EXEMPLARY CANDIDATES FOR THE POSITION OF CHIEF OF POLICE.

POSITION SUMMARY

The successful candidate will be an experienced, proven, law enforcement leader who can develop a clear vision of community policing and public safety for the future of the city. They will foster policies, practices and programs that will ensure the Geneva Police Department continues to provide ethical service as we continue to become the premier department in the area. As an integral part of the Geneva community, the Chief of Police and the department as a whole must be committed to communicating with those that are served, and strive to maintain the trust and confidence of the citizens while working to improve the quality of life for the entire community.

The candidate should be an out-of-the-box thinker and approach challenges in an innovative manner. The candidate must demonstrate experience in delegation, mentoring and creating opportunities for growth, training, and career development while embracing principles of servant leadership. The candidate must successfully collaborate throughout the organization as well as within the community. Highly effective communication skills are essential. The successful candidate will foster a transparent environment both within and outside the organization. They should be goal oriented and possess high standards for self and others in a culture that will encourage excellence, integrity, and accountability.

The city is looking for the following skills, attributes, and characteristics in the next Chief of Police:

EXPERIENCED

An accomplished professional with experience managing, supervising, evaluating, and mentoring others.

ALLY

A team player who promotes cooperation between the department and community stakeholders.

INTERGRATOR

A genuine individual who builds strong relationships within the Police Department, with the community, and across all city departments.

HUMBLE

An approachable leader who listens to all types of feedback, is willing to be held accountable, act, accepts responsibility and learns from mistakes.

STRATEGIC

A visionary leader who will develop and implement a strategic focus on increased public safety by utilizing crime trends and data to support and direct prevention efforts.

DUTIES AND RESPONSIBILITIES

The City of Geneva Chief of Police is responsible for the overall management and administration of the City's Police Department, including directing day to day departmental operations and establishing overall departmental policies on law enforcement and related matters; developing short and long-range goals; and creating and managing a departmental budget of approximately \$3.2 million. The Geneva Police Department serves a population of approximately 13,617 people exclusive of 2,000 college students attending Hobart and William Smith Colleges. The Department is comprised of 32 sworn members, 2 full time civilian administrative aids, 1 part time civilian parking enforcement officer and 8 civilian school crossing guards. The Chief of Police serves as a member of the City's senior management team and reports directly to the City Manager.

PAY RATE

City of Geneva 2024 salary range: \$104,862 - \$118,376.

RESIDENCY REQUIREMENTS

Candidates must have their domicile as New York State for at least one month immediately preceding the examination date. Preference is given to candidates who will live in close proximity to the City of Geneva with a waiver being provided for those that may live within the Finger Lakes.



INTERVIEW PROCESS

All materials must be submitted by 12pm on Monday, May 13, 2024.

A review of the Ontario County Application, cover letter, resume and 3-5 references, including at least one current and one previous employer, will be conducted prior to the scheduling of interviews. A release notice will be sent once all materials are provided to the City of Geneva.

The top three to five candidates will be invited to participate in a three phase interview process. The interview process will include the following:

Community Forum

A 45-Minute public question and answer session, with a potential candidate presentation. Community members will participate during a live and recorded Community Forum held at a local venue on Wednesday, May 22, 2024 in the late afternoon/evening. Each candidate will participate individually and be scheduled accordingly. This meeting will be facilitated by the City Manager with opportunities for community members to ask questions. At the close of this session participants will have the opportunity to provide feedback to the City Manager about the candidates via an electronic and paper survey.

Staff Meet and Greet

A 30-Minute Meet and Greet with the members of the Geneva Police Department and City Leadership staff on Wednesday, May 22, 2024 prior to the Community Q & A. Each candidate will participate individually and be scheduled accordingly. At the close of this session staff members will have the opportunity to provide feedback to the City Manager about the candidates.

Follow Up Interview by Key Stakeholders

Following the Community Q&A a smaller interview panel may meet candidates with additional questions they have for the top 2-3 candidates. If held this interview will occur in early June.

Polygraph Testing

The top candidate will be asked to participate in a polygraph test following a contingent offer. A follow up psychological exam may be also be requested.

CANDIDATE QUALIFICATIONS

PROVISIONAL EXTERNAL CANDIDATES (PUBLIC):

- **Residency Requirements:** Candidates must have their domicile as New York State for at least one month immediately preceding the examination date. It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.
- **Minimum Qualifications:** Graduation from high school, or higher, or possession of a high school equivalency diploma; AND, Either:
 - Two (2) years as a supervisor of second-line supervisors (Police Captain*); OR
 - Four (4) years as a second line supervisor (Police Lieutenant*); OR
 - Six (6) years as a supervisor (Police Sergeant*).

NOTE: A second-line supervisor is defined as a supervisor of supervisors.

*NOTE: Appointment must have been made in accordance with Section 58 Civil Service Laws of New York State.

- **Special Requirement for Appointment:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

SPECIAL NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Civil Service Examination: Exam date TBD

PROVISIONAL INTERNAL CANDIDATES (PROMOTIONAL):

- **Minimum Qualifications:** Immediately preceding the examination date, candidates must possess Permanent Competitive status in the position of Police Lieutenant OR Police Sergeant for six (6) months in the City of Geneva Police Department.
- **Special Requirement for Appointment:** Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
- **Anticipated Eligibility:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Civil Service Examination: Exam date TBD

Please submit your cover letter, resume, application, and 3-5 references (including one current employer and one previous employer) to Ontario County by May 13, 2024 at 12pm:

<https://ontario-portal.mycivilservice.com/jobopps>

If you are a transfer candidate please contact Jennifer Slywka at JSlywka@geneva.ny.us prior to submitting your application.