



*City of*  
**Martinsburg**  
WEST VIRGINIA

**RECRUITMENT FOR:  
CHIEF OF POLICE**



**Open until filled; but applications may be reviewed and applicants interviewed as received. Deadline to submit is May 19, 2023.**

# CITY OF MARTINSBURG, WEST VIRGINIA

## CHIEF OF POLICE



### THE OPPORTUNITY:

This is an exciting opportunity for an experienced, dedicated, proven and professional leader to serve as Chief of Police for the Martinsburg Police Department. The selected individual will lead a team of 50 dedicated sworn police officers and 11 civilian staff who are committed to providing exceptional services to the citizens of Martinsburg and join a high-functioning, collaborative leadership team that is led by a long-term and supportive City Manager within a growing City in the Washington, DC area. The Chief of Police will work to elevate community safety through strategic partnerships, focus on community policing, resource identification, training and by implementing innovative approaches to address crime proactively. Like many cities across the country, the Chief of Police must work hard to develop trusting relationships in the community while simultaneously building a strong police leadership team. The next Chief will be a strong leader who takes a data-driven approach and will develop strategies and solutions supported by 21<sup>st</sup> century policing principles and practices.



The ideal candidate must be a strong leader who is team-oriented, possesses exceptional communication skills and utilizes a management style that supports mutual trust and openness among all levels of the Department's operations and within the community. The Police Chief is a key member of the City's leadership team possessing highly developed communication and presentation skills with an ability to perform under stress and meet deadlines. The successful candidate will have in-depth knowledge and experience in the management of a municipal police department, providing a high level of community engagement and problem-solving practices. If you are an experienced and visionary leader who can easily connect with others and serve as a highly knowledgeable and respectable representative of the City, then this may be the role for you.

### THE CITY OF MARTINSBURG:

The City of Martinsburg was established in 1778 and encompasses an area of 6.67 square miles within Berkeley County, in West Virginia's Eastern Panhandle area, and is home to a population of 19,242 (US Census estimate, 2022). Martinsburg is the largest City in the Eastern Panhandle, the 6<sup>th</sup> largest in the State and in the fastest growing region in West Virginia. The City's location along I-81 and in between I-70 and I-66 puts it in the prosperous and growing Capitol region – within 78 miles of Washington, D.C.; 90 miles of Baltimore, MD; 25 miles of Winchester, VA; and 21 miles of Hagerstown, MD.

With its central location and historic buildings, Martinsburg has played a major role in West Virginia's history. Today, the City is still a growing cultural hub, boasting centuries-old architecture and a thriving and revitalized downtown area. Martinsburg, WV, is known for its small-town hospitality, vast green spaces and big-name employers. Workers are attracted to the City because of its proximity to federal government employers, such as the U.S. Coast Guard Operations Systems Center, the Bureau of Alcohol, Tobacco Firearms, and Explosives, the Internal Revenue Service and private employers such as Proctor & Gamble, Macy's, Quad Graphics, Clorox and numerous other large employers.

## **CITY GOVERNANCE AND STRUCTURE:**

Martinsburg is a full-service, charter City with a police department and police levy budget of approximately \$9 million. The City has an authorized staff of approximately 200 employees employed in the following areas: Administration (Finance, Human Resources); Operations (Police, Fire, Public Works, Water, Sewer, Stormwater); Planning and Zoning; and Community and Economic Development. Martinsburg has a Council-Manager form of government with a Mayor and seven-member City Council elected for four-year terms. The Martinsburg Police Department is supervised by a Chief of Police who is supervised by the City Manager and governed by the Martinsburg City Council.

### **The Martinsburg City Council has adopted the following goals and priorities:**

- Proactively provide for the health, safety and welfare of existing and future residents and visitors.
- Coordinate land use plans and regulations to achieve a balanced mix of commercial, residential, industrial, civic, cultural and recreational uses throughout the City.
- Offer a variety of quality housing opportunities, including a diverse mix of both affordable and market rate units for residents of all ages, interests, and family sizes.
- Build a transportation network that safely and efficiently serves all modes, including automobile, bicycle, and pedestrian travel.
- Cultivate a business-friendly atmosphere that focuses on Downtown, and on new development in the West End, to increase the City's tax base.
- Provide state of the art public safety, government administration, utilities, and recreational facilities for the City's residents and businesses.



## **MARTINSBURG POLICE DEPARTMENT:**

The Martinsburg Police Department (MPD) is responsible for enforcing the laws and regulations designed to protect the life and property of the citizens of the City of Martinsburg and to improve their quality of life. MPD serves the approximately 19,000 residents of the City. Each year, MPD responds to approximately 30,000 calls for service (both emergency and non-emergency) within the City of Martinsburg. The Department has a strength of 50 sworn-officers. The largest unit within the MPD is the patrol division. The Department also includes specialized units such as the detective bureau, bicycle patrol unit, K-9 unit, Special Response Team (SRT) and Crime Interdiction Response Team (CIRT). MPD also has two officers assigned full-time to the Eastern Panhandle Drug and Violent Crime Task Force.

The Martinsburg Police Department operates under a community policing philosophy. MPD believes that the most effective way to promote the safety and well-being of our community is to develop proactive relationships with our citizens.

By creating opportunities for officers to interact with citizens and businesses, our community can work together to solve problems within the City.

The department also seeks out opportunities to connect with the youth in our community and be a positive influence in their lives. Whether it's an officer playing a quick game of catch with some kids or a presentation by police in a local school, we're working hard to foster positive relationships with our future community leaders.



## **THE POSITION:**

The Police Chief provides administrative direction for the Martinsburg Police Department functions, operations, and personnel through supervision of subordinate staff and review of their activities. Responsibilities include formulating policies and regulations governing activities and preparing or directing the preparation of proposals concerning department activities for consideration by the City Manager. Work involves the selection, training, assignment, and discipline of all departmental personnel. Administrative duties include: directing the preparation of annual budget estimates and controlling the expenditures of departmental appropriations; developing short- and long-range plans and objectives to improve department services; directing the development of in-service training programs to increase department efficiency and prepare employees for advancement; resolving citizen complaints; and coordinating department activities with those of other City departments and law enforcement agencies. The incumbent serves as the primary City authority on matters pertaining to department programs and law enforcement, and speaks before public groups on the plans, programs and goals of the Police Department.

The new Martinsburg Chief of Police will be expected to work collaboratively with elected officials, City management, their Police Department colleagues and community stakeholders to address the following:

- The Chief will embrace 21<sup>st</sup> century policing principles.
- The Chief will be expected to meaningfully and purposefully engaged with the entire community to build trust concerning the delivery of public safety and policing services.
- Recruitment and retention of a highly skilled and diverse workforce will need to be a major focus of the new Chief.
- The Chief must work to make staff, both sworn and civilian, feel valued and respected.
- Conduct a top-to-bottom assessment of the agency to ensure its operation reflects current best practices.
- MPD values community relationships fostered through programs such as National Night Out, the award-winning Martinsburg Initiative, interactions with City schools and youth organizations such as the Boys & Girls Club and participation in community events. The new Chief will be expected to build upon this foundation by being engaged in all sectors of the community.
- Commitment to mental-health related programs employed by the Department such as embedded social workers for adults and youth.
- Work in partnership with non-law-enforcement service providers and agencies to address drug overdoses, homelessness and other social issues facing the City.

Visit <https://www.cityofmartinsburg.org/residents/careers> to view the full job description.

## **THE IDEAL CANDIDATE:**



The ideal candidate will be a well-rounded and experienced law enforcement professional with a broad knowledge in all areas relating to public safety and management of a municipal police department providing a high level of community engagement and advanced crime prevention and problem-solving practices. He/she will be forward-thinking and highly knowledgeable within this field. The successful individual must be a strong leader who is team-oriented, possesses exceptional communication skills, and utilizes a management style that supports mutual trust and openness among all levels of the Department's operations and within the community. The Police Chief will be a key member of the City's leadership team possessing highly developed communication and presentation skills with an ability to perform well under pressure and meet deadlines. The selected candidate will have a track record of promoting diversity within the Department and demonstrate a genuine cultural competency that helps the Chief to navigate issues while respecting individual differences. The Chief must be open-minded and ready to engage in a dialogue that embraces alternative response programs as a component of public safety. The Chief must be both an inspirational leader and an experienced executive who will inspire confidence and trust from the community and earn the respect of both sworn and civilian employees. The new Chief of Police will proactively address internal and external challenges and make tough decisions while advocating for department members and the community. The Chief will always be transparent, valuing trust over any short-term gain in public perception or image. He/she will embody the philosophy of openness and expect the same of his/her command staff and will set an example for the command staff by being visible and engaging all segments of the community.

## **QUALIFYING EDUCATION AND EXPERIENCE:**

### **TRAINING AND EXPERIENCE:**

Graduation from a four-year college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field and ten (10) years of experience in police work, with a minimum of (5) years of upper management/supervisory responsibility and completion of the basic law enforcement training academy or equivalent or an equivalent combination of education and experience.

### **COMPENSATION AND BENEFITS:**

#### **Salary shall be determined based upon qualifications and experience.**

In addition to competitive salaries, the City of Martinsburg offers a generous benefits package. Some of the benefits include:

**Retirement:** External hires who are hired become members of the West Virginia Public Employees Retirement System. Tier II PERS participants are required to participate at a rate of 6.00% of their gross payroll. See <https://www.wvretirement.com/Forms/PERS-Brochure2017-TIER2.pdf> for details. Internal hires will remain in the Martinsburg Police Pension System.

**Health/Dental/Vision/Life:** (\$20,000) – Paid for the employee at 90% and paid for dependents at 70%. Highmark Blue Cross Blue Shield is the current health and vision carrier and METLIFE is the current dental carrier. AXA Equitable provides life insurance. New hires are eligible for coverage the first of the month following hire date.

**Vacation Leave –** 1 – 4 years of service – 80 hours per year  
5 – 14 years of service – 120 hours per year  
15 – 20 years of service – 160 hours per year  
21 or more years of service – 200 hours per year

**Sick Leave –** Accrue 8 hours per month - Employees may carry 1080 hours of sick leave of which they are eligible for payment upon termination. Sick leave accrued in excess of 1080 hours will be credited to personal leave up to a personal leave balance of 240 hours.

**Personal Leave –** 24 hours per year - Personal leave is added to each employee leave record on July 1 of each year. Sick leave accrued in excess of 1080 hours will also credit to personal leave balance. Personal leave may be carried over from year to year. Personal leave balance may not exceed 240 hours.



## **APPLICATION PROCESS AND RECRUITMENT SCHEDULE:**

The position is open until filled with a deadline for applications on May 19, 2023. Applications may be reviewed and applicants interviewed as applications are received. To view the full job description and to be considered for this opportunity, please apply at <https://www.cityofmartinsburg.org/residents/careers>

Resumes will be screened in relation to the criteria outlined within this advertisement. Candidates deemed to have the most relevant qualifications will be invited for an interview with the City. A final selection will be made upon completion of a comprehensive reference and background check. The selected applicant may begin at anytime after his/her selection with the understanding that the City of Martinsburg acknowledges that applicant may want to provide substantial and adequate notice to his/her current employer.

