



CITY OF  
**Trenton**  
OHIO



**Recruitment  
Brochure for  
Chief of Police**

## *The Community*

The City of Trenton (est. pop. 13,000), is located six miles west of Middletown, Ohio. Encompassing 4.5 square miles, Trenton was established in 1816 and incorporated in 1971. The City is located within a 90-minute drive of 5 major Metropolitan Statistical Areas, 6 million people, over 300 cities, towns, and villages, 8 interstate highways, and 3 international airports.

Trenton is known for its outstanding schools (Edgewood City and Madison Local School Districts), having a friendly casual small-town atmosphere, and a well-qualified and highly trained government.



## *City Government*

Trenton operates under the council-manager form of government. The City Council consists of seven members elected at-large from the community to serve staggered four-year terms. Every two years, Council selects a Mayor and Vice Mayor from within their ranks.

The Council appoints the City Manager, Treasurer, Law Director, City Clerk, and members of various boards and commissions. The City Manager is responsible for appointment of all other employees of the City. Reporting to the City Manager are the Assistant City Manager (currently vacant), Assistant to the City Manager, Fire Chief, Chief of Police, IT Director, Economic Development Director, Planning and Zoning Administrator, and the Service Director.

The employees of the City of Trenton take pride in providing high quality service at a very low cost. Trenton is committed to constantly improving the quality of life for our residents, businesses, and visitors.

## *The Department*



The Trenton Police Department consists of 18 sworn officers and 6 civilian personnel. The Department is staffed with a Chief of Police, 1 Lieutenant, 3 Sergeants, 1 Detective, 12 Police Officers, 5 (4 –Full-Time; 1 Part-Time) Dispatchers, and 1 Administrative Assistant. Our sworn officers provide police protection to over 13,000 residents, with an approximate land area of 4 square miles.



In 2020, the Dispatch center dispatched 11,468 police and Fire/Ems calls.

The FY 2021 Operating Budget for the Police Department is \$3,441,173. For more information about the Department or to view the annual report, please see link:

<https://trentonoh.gov/DocumentCenter/View/321/2020-End-of-Year-Report-PDF>

### **Needs and Expectations**

- Create a clear vision of and goals for success for the organization; utilize the current strategic plan and build off of it to achieve desired outcomes.
- Have a strong understanding of and experience with technology and analytical-based decision-making.
- Be effective in using data-driven methods and community-oriented policing to reduce crime.
- Establish and pursue effective two-way communication and transparency both within the Department and with key community stakeholder groups.
- Develop effective organizational leadership practices that provide good succession planning and professional development for the police force.



- Continue to implement the 21<sup>st</sup> Century policing standards throughout all facets of the Department – Manage the process to obtain CALEA certification or Ohio Collaborative Certification.
- Utilize the strong support of the Trenton residents while continuing to meet their high expectations of the Police Department.

- Develop and enhance local, state, and federal partnerships.
- Develop and maintain effective working relationships with the City Manager, the Mayor and City Council, Department Heads, representatives of outside agencies, staff, and the public.
- The Trenton Dispatching center has staff has been the same for the last 20+ years, even though the community has grown and there has been an increase in Police and Fire calls for service. The incoming Chief will need to look at innovative ways to address the Dispatching center.
- Manage and allocate government resources optimally.

## **The Position**



The Chief of Police (Chief) will be an integral part of the City Manager's management team. The Chief will be responsible for the operations, administration and oversight for patrol, investigations, school resource, and dispatch operating and capital requirements. The Police Chief is one of the most visible jobs in Trenton. Partnership with the community, including non-profits, and the private sector is essential for success. Integrity, the ability to develop staff, transparency, and community interaction/outreach are of paramount importance. The new Chief needs to develop a collaborative working relationship with labor,

build a trust relationship with the community and demonstrate excellent listening and communication skills.

## **The Ideal Candidate**

In addition to being ethical, well-qualified, and experienced, the next Chief of Police must possess certain traits that will be essential for success:

- In a smaller department, the Chief of Police must have strong hands-on administrative skills in addition to being a strong collaborator across the City departments to properly manage the Department's budget, personnel, and other administrative functions.
- The next Chief of Police must be confident, yet humble, and have the knowledge and communication skills to comfortably discuss current issues in policing with anyone, including members of the community, members of the Police Department, the City Manager, and City Council. The community expects a creative, compassionate problem-solver who is committed to open and transparent communication.
- A genuine interest in coaching, mentoring, and developing people will be valuable. The Trenton Police Department has abundant potential for professional development and succession planning.
- Strong collaboration and teamwork are needed to achieve success in smaller cities and Trenton has accomplished much in this manner. The next Chief of Police will have a proven record of succeeding in this type of team environment.
- A successful track record in productive labor-management relationships is needed, as is a leadership style that is open-minded and inclusive. The ideal candidate will always be willing to listen and consider the viewpoints of others.
- A successful Chief must be able to balance service to the community, the Police Department, and City hall.

### **Experience and Education**

- Minimum:
  - Equivalent to a Bachelor's Degree from an accredited college or university in Police Science, Criminal Justice, Public Administration, or a closely related field.
  - Completion of a command level course such as Police Executive Leadership College (PELC) or Certified Law Enforcement Executive (CLEE) or attendance at the FBI National Academy, SPI Administrative Officer's Course, or the Northwestern University Staff and Command.
  - Ten (10) years of experience in law enforcement including drug investigation and enforcement activities, community relations, multijurisdictional activities. Demonstrated progressive promotion and advancement in responsibilities and rank.
    - Three (3) years as a full-time Lieutenant or higher.
  - Or an equivalent combination of education, training, experience.
  - Possession of, or ability to obtain within six (6) months of appointment, and maintain a Valid Ohio Drivers' License.
  - Possession of, or ability to obtain within six (6) months of appointment, and maintain the Ohio Peace Officer Training Academy (OPOTA) Certification.
- Preferred:
  - Equivalent to a Masters' Degree from an accredited college or university in Police Science, Criminal Justice, Public Administration, or a closely related field.
  - Five (5) years as a full-time Lieutenant or higher in an agency of similar size or larger.

### **Personal Characteristics and Traits**

As a key member of the City Manager's management team, it is extremely vital that the Chief be beyond reproach in his/her personal and professional behavior. As such, the Chief should possess the following traits and characteristics:

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|--------------------------------------|---|
| ▪ Integrity and commitment to ethics | ▪ Sound judgment                        |
| ▪ Honesty                            | ▪ Measured in approach to conflict      |
| ▪ Loyalty                            | ▪ Positive Energy                       |
| ▪ Upright moral presence             | ▪ Enthusiasm                            |
| ▪ Approachability                    | ▪ Intelligence                          |
| ▪ Commitment to teamwork             | ▪ Trustworthiness                       |
| ▪ Measured risk taker                | ▪ Accountable for actions and decisions |
| ▪ Initiative                         | ▪ Professional in appearance            |
| ▪ Interpersonal relations            | ▪ Community service-oriented            |
| ▪ Innovative in approach to issues   | ▪ A sense of humor                      |
| ▪ Self-assurance                     |   |
| ▪ High degree of common sense        |   |

### **Compensation and Benefits**

The salary for this position will range from \$80,995 to \$104,208 per year.

In addition, benefits are provided which include: Health and Dental Insurance, Life/Accident Insurance, Vacation Leave, Personal Leave, Sick Leave, Holidays, Longevity Pay (after 5 years), Compassionate Leave, and professional development opportunities.

### **Recruitment Process/Timeline**

All interested candidates should apply by 3:00 PM EST Friday, April 9, 2021 by submitting a compelling cover letter, comprehensive resume, references, and salary history to [sharon@trentonoh.gov](mailto:sharon@trentonoh.gov), please include “Trenton Chief of Police Applicant” in the Subject Line of the e-mail or via mail: Trenton City Manager, 11 East State Street, Trenton, Ohio 45067

Deadline to Submit: (4-9-2021 by 3:00 PM EST)

Police Chief Search Committee Resume Review: (April 2021)

Phone/Zoom First Interview with Search Committee: (April/May 2021)

Phone/Zoom Second Interview with City Manager: (May 2021)

Selection: Expected by June 2021

### **Resources and Additional Information**

City of Trenton, Ohio: <https://trentonoh.gov/>

Trenton Police Department: <https://trentonoh.gov/198/Police-Department>

Police Chief Recruitment Information: <https://trentonoh.gov/158/Administration>

***The City of Trenton is an equal employment opportunity/affirmative action employer. Women, minorities, and disabled persons are encouraged to apply for this exceptional career opportunity.***