



THE CITY OF
**OAK RIDGE,
TENNESSEE**

*invites your
interest in
the position of*

**POLICE
CHIEF**

OAK RIDGE... AN OUTSTANDING OPPORTUNITY



The City of Oak Ridge is seeking an extremely qualified individual of the highest integrity to become its new Police Chief and to replace the current Chief who is retiring after almost seventeen years of service in that role. The City Manager is seeking an experienced team player to provide leadership and management to the Police Department and to interact effectively with an enlightened and involved citizenry.

ABOUT THE CANDIDATE

Qualifications for the Oak Ridge Police Chief position include:

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Requires a Bachelor's degree in Criminal Justice, Public Administration, Management or a related field.
- Able to be certified by the Tennessee POST Commission within six (6) months of hire.
- Able to obtain a valid Tennessee driver's license.
- Shows evidence of continued professional development through participation in professional association activities at the state and national levels and attendance at seminars and workshops in the law enforcement management field to stay abreast of changes in the field.
- Graduation from the FBI Academy or Southern Police Institute would be a plus.

EXPERIENCE

- Ten (10) years police experience, five (5) years of which must be in a senior supervisory capacity in a department of thirty (30) or more sworn personnel.

- Experience with Community Oriented Policing.
- Proven communications skills with citizenry.
- Any equivalent combination of education and experience.

SKILLS, KNOWLEDGE AND ABILITIES

- Knowledge of Police administration and law enforcement principles, practices and methods.
- Knowledge of local, State and Federal laws, regulations and policies governing Police operations.
- Knowledge of management, budgeting and supervisory principles, practices and methods.
- Knowledge of best practices in Police policies and procedures.
- Awareness of technology usage and equipment protocols in Police operations.
- Skill in effective oral and written communications to the City Manager, the City Council, citizenry and the media.
- Skill in identifying, interpreting and implementing Police service improvements and data-driven Police responses.
- Skill in developing, implementing and overseeing Police Department goals, policies and procedures.
- Skill in conducting analysis, strategic planning and preparing comprehensive solutions.

The successful candidate for Police Chief will be an active initiator and strategic thinker who can focus on the present with a view toward the future. The individual will have excellent decision making skills and will conduct business in an open and

transparent manner. The candidate will be a good listener and facilitator, will be fair and supportive of diversity, and will be enthusiastic and energetic about shaping a department for the next twenty years. In addition to making a commitment to serve the citizens of Oak Ridge, the candidate will take ownership of issues and have the ability to work in a complex environment of Federal and State agencies.

- Coordinates law enforcement activities with Anderson County, Roane County, City Departments, Federal and State agencies, regional drug task forces and other agencies and organizations.
- Attends civic, professional, service and community group meetings at schools, churches, neighborhoods and other public gatherings to explain the activities and functions of the Police Department.

Residence in Oak Ridge will be required of the successful candidate.



ABOUT OAK RIDGE

The City of Oak Ridge, Tennessee, a unique community that is rich with technology and comfortable lifestyles, lies in the eastern portion of the Tennessee River Valley nestled between the Great Smoky and Cumberland Mountains. The City is located 25 miles north of Knoxville, home to the University of Tennessee. With a population of approximately 27,500 in an area covering 92 square miles, Oak Ridge offers a high quality of life, cultural diversity, community commitment to education, natural beauty and recreational opportunities and is a progressive, sophisticated city with an exceptional commitment to excellence.

Oak Ridge was created by the Federal Government as a secret community during World War II as a part of the Manhattan Project, which developed the country's first atomic weapon. Oak Ridge is at the heart of the Innovation Valley, a technology corridor pioneering developments in energy and environmental research, precision manufacturing, technology transfer, and several scientific and technical fields that serve as an economic engine for Tennessee. The Oak Ridge/Knoxville area is the site of more than 1,000 technology-based companies that employ 45,000 technical professionals. The area is home to more than 3,500 PhDs, and the University of Tennessee in Knoxville enrolls 27,000 students, many of whom are enrolled in the University's highly rated engineering, liberal arts, and business programs.

A key to this dynamic technology corridor is the partnership among the Oak Ridge National Laboratory (ORNL), the University of Tennessee-Knoxville (UT-K), the Y-12 National Security Complex (Y-12), and the Tennessee Valley Authority (TVA). The research and development from this collaboration puts the Innovation Valley at the worldwide forefront in every scientific endeavor.

The local Oak Ridge economy is strongly linked to the U. S. Department of Energy (DOE), which occupies about 33,000 acres within the City's limits in 1,000 buildings and employs about 13,000 persons, one of the largest employers in the State of Tennessee. Wackenhut Services, Inc. (WSI), DOE's security services contractor, employs about 1,000 personnel in Oak Ridge. The Oak Ridge Police Department works closely with WSI in providing public safety services to DOE and its employees.

ABOUT THE POSITION

Under the general direction of the City Manager, the Police Chief of the City of Oak Ridge plans, organizes, staffs and directs the activities and operations of the Police Department for the City.

Major Duties and Responsibilities of the Police Chief:

- Develops and implements short- and long range goals, objectives, and procedures for the Police Department and communicates succinctly to the organization.
- Monitors, controls and directs the actions of the Police Department, including 911 Dispatch and Animal Control, in current activities, major projects and high profile investigations.
- Advises the City Manager on strategies to anticipate the community's needs and resolve law enforcement issues.
- Meets with citizens and county and local officials on law enforcement problems, solves neighborhood issues, investigates and addresses citizen concerns.
- Develops, prepares and administers the annual Police Departmental budget and associated grants.
- Selects, trains, motivates, evaluates and disciplines Police Department staff; plans and directs training programs; and motivates employees to excel in a high performance organization.



The Oak Ridge School System and its new \$65 million high school campus is recognized for its educational programs and its students and teachers receive numerous honors each year. The school system was named one of the top 100 school systems in the United States and second in the South by the Wall Street Journal's Offspring magazine.

Colleges and universities in the Oak Ridge area include Roane State Community College, with a campus in Oak Ridge; Pellissippi State Technical Community College; Knoxville College; and the University of Tennessee-Knoxville. UT-K is a short twenty-minute drive for advanced degrees or an afternoon of football.

Highways bring more than 70 percent of the U.S. marketplace within a day's drive of Oak Ridge. The City is served by Interstates 40, 75, and 81, and four state highways. The City receives scheduled air service from several major airlines through Knoxville's McGhee Tyson Airport, less than 30 miles away.

Housing costs in Oak Ridge generally range from \$50,000 to \$500,000. New housing developments, many with gorgeous views of the hills and valleys, are steadily being built in the area. Many include units with sustainable energy designs, such as Energy Star or LEED certified housing. There are excellent homes located in Oak Ridge's golf-course communities as well as condominiums and rentals.

Oak Ridge residents enjoy a moderate climate with four distinct seasons. Long periods of extreme heat or cold are rare. Throughout the City, parks and recreational opportunities abound, contributing to the quality of life. With 17 parks and approximately 1,300 acres of parkland, Oak Ridge has over 46 acres per 1,000 people. The city also has 1,200 acres of greenbelt, areas left in their natural state, different from greenways, where over thirty miles of trails are developed. For sports enthusiasts, indoor and outdoor activities include

organized team sports, golf, tennis, soccer, disc golf, mountain biking, rowing on the Clinch River, swimming in one of the largest outdoor pools in the Southeast, and meeting other Oak Ridgers at the Friday night high school football game. The Great Smoky Mountains National Park is less than an hour away, with hundreds of miles of hiking trails. Rivers in the vicinity offer opportunities for rafting, fishing, swimming, and boating.

Oak Ridge has a diverse collection of cultural activities, including a symphony orchestra, community band, chorus, civic ballet, an art center, and a community playhouse.

The Methodist Medical Center of Oak Ridge (MMC) is a regional medical center serving an area that includes nearly 200,000 people in Tennessee and Kentucky. MMC was recognized in 2009 and 2010 by Forbes.com as one of America's safest hospitals. More than 180 physicians trained in more than 33 specialties provide care ranging from open heart and neurosurgery to orthopedics and vascular. The MMC staff has one of the highest percentages of board-certified physicians in the region.

ABOUT THE OAK RIDGE CITY GOVERNMENT

Incorporated in 1959, the City of Oak Ridge operates under a modified City Manager-Council form of government with a Home Rule Charter. Seven at-large City Council members are elected for four-year staggered terms. The City Council elects a Mayor and Mayor Pro-Tem from among its members to serve for two-year terms.

The City Council appoints a City Manager who serves at the pleasure of the Council. The current City Manager, Mark S. Watson, who is a nationally recognized professional manager, was appointed in August 2010 and will appoint the Police Chief.

Oak Ridge is a full-service City that employs 388 regular staff members citywide. The City operates its own electric utility. City Department Directors and many City staff members have significant tenure and are highly skilled professionals in their respective positions. The staff's goal is to be a leader and a partner in the community. We want the City to be an exceptional place to work in a strong team environment. We strive to achieve excellence through openness, innovation, responsibility, decisiveness, and communication.

The total FY 2011 budget is \$179,473,979 with \$55,035,408 of this amount providing a percentage of the total School System budget.

Current goals of the City Council are in eight categories: Governance, Economic Development, Facilities, Public Information, Finances, Housing, Transportation, Social Services/Needs and State and Federal Matters.

Specific objectives applicable to the Police Department are:

- Work with the City Manager to develop a comprehensive plan to reduce crime.
- Develop Police policies and procedures that will impact housing and housing improvements.
- Increase transparency to the community through open communications such as regularly scheduled meetings, especially with minority members.
- Obtain Tennessee Law Enforcement accreditation with future plans for national accreditation.
- Enhance coordination with DOE facilities and national nuclear complexes.
- Analyze the specialty services provided by the Police Department.
- Create a partnership with the School System for enhanced school safety.
- Perform analysis of physical space needs and facilities.
- In cooperation with the Personnel Department develop a comprehensive training, recruitment and promotion program that is fair and equitable to all members of the Department.
- Assess all Departmental functions for diversity goals and preferred specialty programs.
- Develop opportunities for succession planning.

ABOUT THE POLICE DEPARTMENT

The Oak Ridge Police Department is responsible for enhancing the safety and security of all residents and other persons working in or visiting the City. The Department strives to maintain peace and order throughout the community by education, prevention of criminal activity, response to calls for assistance, and reports of criminal law violations. Comprised of 64 uniform officers (includes Animal Control), one grant funded officer and twelve non-uniform support personnel, the Department is organized into the following activities: Supervision, Investigations, Staff Services, Patrol, Emergency Communications, Animal Control, and School Resource Officer Program. Within these activities is a SWAT Team, a Response Team and participation in regional Drug Task Forces. A Police Chaplain and other associate chaplains provide counseling assistance to crime victims, indigent families and individuals, and Departmental personnel on a voluntary basis.

The Department is also responsible for administering the Drug Fund and the Emergency Communications District Fund. The Drug Fund is a Special Revenue Fund utilized to account for drug related revenue and expenditures directly related to drug curtailment activities. The Emergency Communications Fund is an Enterprise Fund utilized to account for the proceeds of a

surcharge on telephones in the City's 911 district. This Fund is used to support the City's 911 and other emergency communication systems. The Police Department is also responsible for the City's on-going traffic enforcement camera system, which involves reviewing every violation, court presentations, and responding to citizens and media inquiries.

The Investigations and Patrol activities work jointly to investigate all serious crimes, which include murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft. The Animal Control activity operates a model program with Anderson County and the City of Clinton utilizing the Animal Shelter facility on a fee basis. The School Resource Officer Program utilizes a police officer who is dedicated solely to working within the Oak Ridge School System at the high school. The objectives of this program are not only to decrease the number of crimes committed at or near school property, but to provide educational programs on topics such as drugs, law and justice, and to provide a means for positive interaction between the Police and youth of the community.

The total FY 2011 General Fund budget for the Police Department is \$6,099,769.





COMPENSATION

The starting salary for the new Police Chief of the City of Oak Ridge will be market competitive, depending upon the experience and qualifications of the selected candidate. The successful candidate will also receive an automobile and a competitive fringe benefit program. Reasonable relocation expenses will also be provided to the successful candidate.

HOW TO APPLY

For additional information on this outstanding opportunity, please contact James L. Mercer, President, The Mercer Group, Inc., at 505-466-9500; jmercer@mercergroupinc.com.

Resumes should be sent by close of business **March 18, 2011** to:

James L. Mercer, President/CEO
The Mercer Group, Inc.
551 W Cordova Road, #726
Santa Fe, NM 87505

Voice: 505-466-9500

Fax: 505-466-1274

E-Mail: jmercer@mercergroupinc.com

Website: www.mercergroupinc.com

In accordance with the Tennessee Open Records law, all application materials are subject to public disclosure. Please contact Mr. Mercer if you have questions about this law and its requirements.

The City of Oak Ridge is an Equal Opportunity Employer. The City of Oak Ridge does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment or the provision of services.



The Mercer Group, Inc.
Consultants To Management