



CHIEF OF POLICE

Windsor, Colorado

THE COMMUNITY

The charming Town of Windsor, established in 1881, holds the distinction of being a Colorado home-rule municipality. Nestled midway between two state capitals — Denver, Colorado, and Cheyenne, Wyoming — Windsor’s origins trace back to its agricultural and railroad roots along the historic stagecoach route connecting Greeley and Fort Collins. Over the past three decades, Windsor has expanded fivefold, blossoming into one of Colorado’s most sought-after communities. Windsor offers a safe, close-knit community with excellent schools, quality healthcare, and diverse housing options. Its unique downtown, shops, and businesses provide convenient services.

Situated in both Weld and Larimer Counties, Windsor enjoys a strategic location approximately 12 miles from three vibrant cities: Fort Collins, Greeley, and Loveland. The town’s 44,632 residents relish the benefits of small-town living while having convenient access to nearby amenities. Notably, the town is within close reach of esteemed educational institutions – Colorado State University and the University of Northern Colorado.

For those seeking a blend of tranquility and accessibility, Windsor delivers. And if adventure calls, Denver’s world-class urban offerings, iconic sports venues, and the bustling Denver International Airport await just an hour to the south via I-25.

The town is also home to many festivals and events. Main Park comes alive every September with the Windsor Harvest Festival and Boardwalk Park, nestled by the scenic Windsor Lake, hosts a delightful array of events throughout the year, including the Summer Concert Series, Farmers Market, and a spirited Fourth of July celebration.

Windsor boasts 26 parks, 53 miles of trails, and 400 acres of open space. The 80,000-square-foot Community Recreation Center offers various activities, and the two-mile-wide Windsor Lake is a community gem, perfect for boating, paddle boarding, fishing, and swimming. It also features a 2.25-mile walking path around its perimeter and a dog beach.

Major employers in Windsor include Anheuser-Busch Metal Container Corporation, Intersand Owens-Illinois, Norfolk Iron & Metal, Pet-Dine, Tolmar, and Vestas Blades America.

High profile major development projects underway or recently completed include the future Legends Sports Complex, Eastman Park Riverwalk Experience, a Windsor Wastewater Treatment Plant update, and a new Police Department facility (expected to be completed in late summer 2024).

Windsor has a median household income of \$111,477 and an average home value of \$567,646.





Mission

The Town of Windsor strengthens community through the fiscally responsible and equitable delivery of services, support of hometown pride, and encourages resident involvement.

Core Values

P.R.I.D.E.: Producing Results, Taking Responsibility, Integrity, Dedication, and Exceptional Customer Service



GOVERNANCE & ORGANIZATION

Incorporated in 1890, Windsor is a home-rule municipality, adopting its charter in 2003. The Town Board is comprised of the Mayor and six Board Members, one from each of the six voting districts. Each Board Member is elected by District, and the Mayor is elected at-large; all seven are elected on a nonpartisan basis. Elections are held in April of even-numbered years. The Mayor and Board Members serve four-year terms (limit two).

The Board chooses one of its members to serve as Mayor Pro-Tem for a two-year term. The charter establishes the board-manager form of government.

Shane Hale has been Windsor's Town Manager since June 2018. He previously served as the City Manager of Cortez, CO, and Grand Lake, CO. Shane has a Masters in Political Science with an emphasis in Public Policy Administration, and is an ICMA-credentialed manager.

Windsor has 226 full-time employees, 74 part-time employees, and up to 130 seasonal employees. It has a total FY2024 budget of \$142,300,000. The Town of Windsor has a Sales & Use Tax Rate of 3.65%.





Mission

The Windsor Police Department is a dedicated, compassionate family of professionals whose unified purpose and calling is to advocate for justice and safeguard the well-being of all those we serve.

Vision

By leveraging the strengths of our employees, core values and close community partnerships, we will establish ourselves as a regional leader providing exceptional police services and an enhanced quality of life in Windsor.

Core Values

- **Integrity:** We hold ourselves to the highest standards of moral excellence by always doing what is right. We remain accountable to our community and profession.
- **Relationships:** We recognize the foundation for success is rooted in our connections to others. We value each opportunity to build, foster and strengthen bonds in our department and community.
- **Courage:** We face adversity and challenge conventional wisdom while maintaining the highest ethical standard.
- **Leadership:** We are positive role models who are accountable, responsible, humble and genuine. Through our exemplary work ethic, respectful interactions, resilient mindset and focus on empowerment, we boldly set the standard for excellence. By inspiring those we lead, we raise the bar and equip others for success.
- **Purpose:** Through dedication to responsible thought, action and leadership, we provide proactive, results-driven police services. We are committed to the safety and security of all.
- **Stewardship:** Power and authority for decision making and development is a joint responsibility among members of our organization. We are guardians of resources, values and interests. Through teamwork and mutual accountability, we foster positive outcomes for our agency and community.
- **Innovation:** We serve as catalysts for the implementation of strategic transformation in our community. By embracing visionary ideas and developing effective solutions, we become industry leaders.

ABOUT THE DEPARTMENT

The Windsor Police Department is comprised of six main divisions: Community Engagement, Investigations, Patrol, Property & Evidence, Records, and Special Operations. As an agency, the Police Department continues to work toward strengthening its relationship with the community by recruiting individuals that reflect its vision of striving to do better each day, and by hiring only those who are committed to serving everyone in the community at the highest level.

The Police Department provides the following community services:

- **Community Engagement Team:** Establishes and fosters positive relationships within the community.
- **Investigations:** Conducts follow-ups and prepares cases for appropriate clearance.
- **Patrol:** Keeps watch and responds to emergencies 24 hours a day, 7 days a week.
- **Property & Evidence:** Maintains the integrity of evidence and/or property collected during a criminal investigation and/or held for safekeeping.
- **Records:** Gathers accurate crime data from officers, processes, maintains, and releases police records.
- **Special Operations:** Handles commercial vehicle inspections, Municipal Court security, and provides support at special events. This team is also an integral part of the Town's traffic safety efforts.

The Police Department has 68 full-time employees, including 54 sworn officers and 14 civilians, and a total FY2024 budget of \$12,340,528.





ABOUT THE POSITION

The Chief of Police performs a variety of advanced professional and administrative oversight duties in support of the overall management of the Windsor Police Department. This position is responsible for the proper and efficient enforcement of all laws, ordinances, and regulations; the maintenance and enforcement of effective discipline; and the supervision of police functions and department operations. The Chief of Police represents the department and the town in all matters related to law enforcement and reports directly to the Town Manager.

This position supervises police command staff, police sergeants, sworn officers, and civilian administrative staff. The Chief of Police establishes policy to guide departmental actions and programs; ensures that departmental policies, actions, and programs are efficient and effective; and reports departmental and community needs to the Town Manager and Town Board. This position works to ensure a productive relationship between the Windsor Police Department and the community.

Creating, maintaining, and safeguarding the department's records is part of the Chief of Police's job, as is releasing information concerning Police Department operations and procedures. This position oversees the investigation and processing of complaints made against department personnel, policies, procedures, and actions. They organize, schedule, and deploy departmental personnel, equipment, and facility resources necessary to accomplish departmental objectives.

The Chief of Police is responsible for selection, training, evaluation and discipline of department personnel. They prepare and review a variety of operational and procedural reports and records, and they supervise the preparation and implementation of available crime prevention programs within the Town of Windsor. This position participates in the Shared Fleet Vehicle Program, which requires an annual motor vehicle record check.

Additional duties of the Chief of Police include:

- Serves as departmental spokesperson before the Town Board, citizen groups, professional organizations, and outside agencies.
- Prepares and oversees the departmental budget.
- Directs the preparation of external reports to outside agencies, which conform with federal, state, and municipal laws, and departmental policy.
- Coordinates the activities of the Police Department with other law enforcement and criminal justice agencies.
- Ensures timely, state-of-the-art, quality training for all department personnel.
- Physically protects oneself, fellow officers, and the public in threatening and stressful situations.
- Investigates crimes committed in the Police Department's jurisdiction, arrests violators, collects and preserves evidence, takes care of victims, and presents during trials.
- Researches, analyzes, and evaluates new service delivery methods and techniques.
- Interprets, applies, explains, and makes decisions in accordance with applicable federal, state, and local policies, laws, and regulations.

OPPORTUNITIES & CHALLENGES

The next Chief of Police will focus on the following opportunities and challenges:

- **Growth Management:** Windsor, Colorado, is a wonderful community that is experiencing growing challenges as it transitions from a small town into a mid-sized municipality. The town seeks a Chief of Police who can embrace the small-town atmosphere and the history of the community, while also leading them into the future of a mid-sized municipality with all the issues that it entails. This person needs to have a growth mindset.
- **Community Engagement:** The next Chief of Police should be community oriented, recognizing the unique attributes that make Windsor a vibrant, growing community with a small-town ambiance. They need to be a leader who understands the importance of community engagement and establishing community partnerships.
- **Strategic Plan:** The Chief of Police needs to be a visionary leader and team builder who can develop a strategic plan for departmental growth consistent with town needs and service-level expectations.



IDEAL CANDIDATE

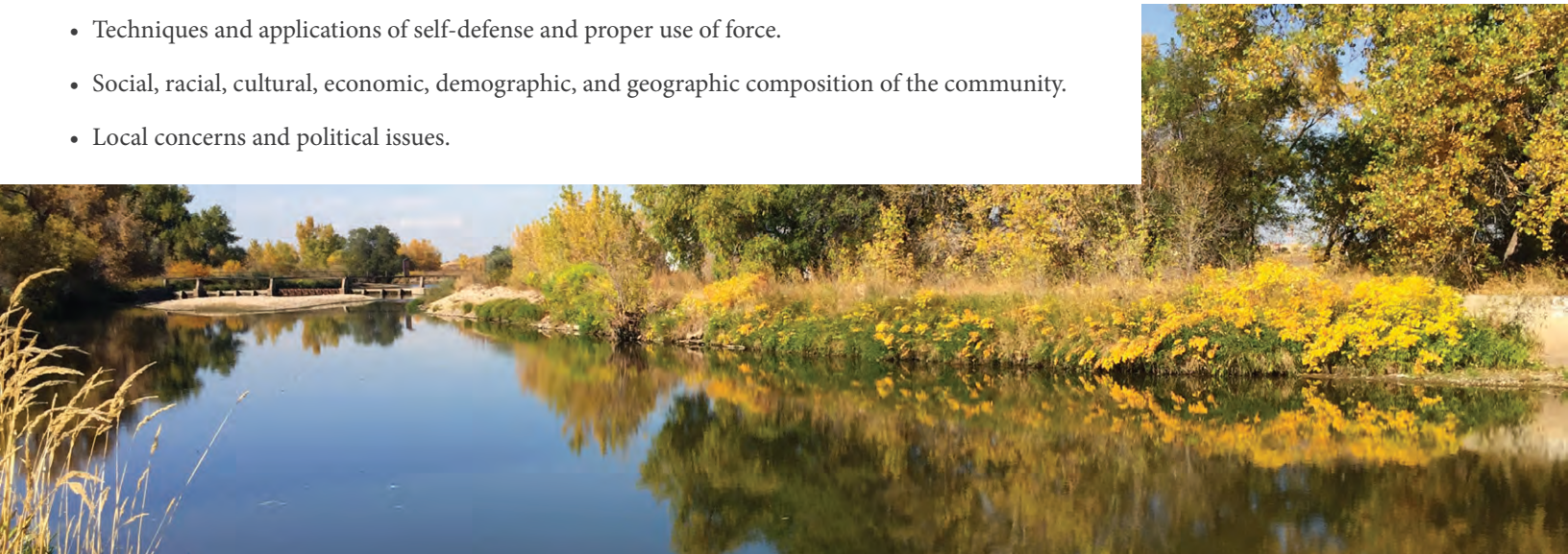
The Town of Windsor is seeking an experienced, innovative leader to serve as its next Chief of Police. The ideal candidate is authentic and approachable, and a highly visible relationship builder that engages the staff and community. They will be an effective communicator who manages and leads with transparency. The chosen Chief of Police is progressive and open to new ideas; politically astute but apolitical; and committed to being a member of the town's leadership team and working closely with other departments to further the mission of the town.

The ideal candidate is someone experienced in implementing effective recruiting and retention approaches, valuing both sworn and civilian professionals. They will leverage technology to assist the department in community engagement and identifying opportunities to bring value to the organization. Being experienced in developing policies and procedures consistent with modern day policing practice is important for this position. The next Chief of Police will be able to unify the department behind a common vision and mission. They will be committed to developing employees through career planning and training; experienced in establishing officer wellness programs; and dedicated to the well-being of all employees.

Other attributes of the ideal candidate include someone who is able to retain the presence of mind to act quickly and calmly in emergencies; meet the physical requirements necessary to perform the assigned duties safely and effectively; and meet and maintain required peace officer employment standards. They will also meet and maintain the departmental firearms qualifications standards. The Chief of Police will work irregular and on-call hours, including weekends, evenings, and holidays.

The successful candidate will be knowledgeable in the following areas:

- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities, including investigation and identification, patrol, traffic control, care and custody of persons and property, crime prevention, and records management.
- Principles and practices of municipal budget preparation, administration, and evaluation.
- Principles of supervision, training, performance evaluation, and progressive discipline.
- Law enforcement theory, principles, and practices, and their application to a wide variety of services and programs, including causation of criminal/deviant behavior and Community-Oriented Policing.
- Principles and practices of disaster preparedness, response, and recovery.
- Use and maintenance of law enforcement equipment, resources, vehicles, and tools, including firearms.
- New trends, innovations, and recent court decisions and how they affect department operations.
- Pertinent federal, state, and local laws, codes, and regulations, including laws governing the apprehension, arrest, and custody of persons accused of crimes.
- Rules of evidence pertaining to search, seizure, and preservation.
- Incident command system and its implementation; command responsibilities and functions.
- Techniques and applications of self-defense and proper use of force.
- Social, racial, cultural, economic, demographic, and geographic composition of the community.
- Local concerns and political issues.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree from an accredited college or university, with major coursework in political science, criminal justice, behavioral science, business or public administration, or a related field, plus eight (8) years of broad and extensive experience in all major phases of municipal police work, including supervisory/command and administrative experience. An equivalent combination of training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

Additional qualifications include:

- A current Colorado driver's license, or the ability to obtain one upon hire, with an acceptable driving record.
- Must be able to obtain provisional certification as outlined in the Colorado POST guidelines. Must then be able to obtain basic certification within 6 months.
- CPR/1st Aid certification within three months of employment.

COMPENSATION AND BENEFITS

The hiring range for this position is \$153,656 - \$172,863, depending on qualifications and experience. The Town of Windsor offers a generous benefits program including medical, dental, and vision insurance; life insurance; long- and short-term disability; supplemental insurance; paid vacation, sick leave, and holidays; flexible spending accounts for medical and dependent care; and an Employee Assistance Program. The Town offers a Take Home Vehicle Program. The Town participates in the FPPA Statewide Defined Benefit Plan, with an employee contribution of 12% and an employer contribution of 10%. A voluntary 457 through Mission-Square is available. An employee-discounted annual pass to the Community Recreation Center is offered.



APPLICATION PROCESS

[Please apply online](#)

Closing date: May 16, 2024

For more information on this position, contact:

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817-239-2930

Andy Kancel, Sr. Vice President

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817-994-6295



The Town of Windsor is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.



RESOURCES

Town of Windsor

windsorgov.com

Windsor Police Department

windsorpd.com

Windsor Economic Development

windsorgov.com/1400/Economic-Development

Windsor Area Chamber of Commerce & Visitors Bureau

windsorchamber.net

Promotional Videos

youtube.com/watch?v=kEWwWunwzec

youtube.com/watch?v=6AOv2blzxso

