

EMPLOYMENT OPPORTUNITY

TOWN OF WAKE FOREST | NORTH CAROLINA



Fast-growing Capital City Suburb Seeks Chief of Police



The next **Chief of Police** for the Town of Wake Forest, NC will be approachable, friendly, and enthusiastic about interacting with diverse community members to maintain and enhance the Department's positive reputation and productive relationship with the community. The Chief should be someone who leads by example to support the feeling of the Department as a family, desiring the success of each officer, putting them in roles that are optimal for doing so, and being willing to participate in on-the-ground activities as necessary. The next Chief must be skilled in succession planning, as the Department anticipates near-term retirements of Command staff members, an expert in evidence-based law enforcement practices, and highly competent in modern policing methods.

About the Community

Located in Wake County, just north of Raleigh and part of the Research Triangle region, the Historic Town of Wake Forest boasts a thriving, walkable downtown that features many local restaurants and shops. The original location of

Wake Forest University, Wake Forest is now home to the Southeastern Baptist Theological Seminary and features Wake Forest Reservoir, a 50-acre lake. The town's 55,000 residents enjoy a high quality of life, beautiful parks and greenways, and abundant recreational opportunities. Wake Forest is regularly recognized as one of the best places to raise a family, get an education, do business, and retire. Despite experiencing significant growth like all municipalities in Wake County, Wake Forest is committed to maintaining its small-town charm and unique identity.

In the heart of downtown, the Wake Forest Renaissance Centre is the town's premier cultural arts and event venue, the purchase of which was part of the town's significant investment in its downtown municipal district. Also known as the Renaissance District, this area encompasses 220 acres. The town's international flavor and rich heritage come to life in its cultural and historical attractions.

Wake County and its communities have received national and international rankings and accolades



TOWN of WAKE FOREST



from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Wake Forest residents. Wake Forest boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. With its temperate climate and easy accessibility to the mountains of North Carolina and Atlantic Ocean beaches, the Town of Wake Forest provides residents with the best of both worlds. Click [here](#) to learn more about what makes Wake Forest a great place to live, work, and visit.

About the Organization

The six-member Wake Forest Town Board, which operates under the Council/Manager form of government, is passionate about preserving Wake Forest's vibrant, diverse, and welcoming community, which fosters its distinct character, thriving economy, and high quality of life. The town's 500 employees, which includes part-time and seasonal staff, work collaboratively to fulfill its mission and strategic goals - as outlined in its [2022-2027 Strategic Plan](#). All organizational staff are committed to upholding the town's core values of caring, commitment, character, and collaboration, and innovation.

Wake Forest holds a AAA bond rating, has received multiple GFOA awards, and has a [2024-2025 FY budget of \\$128.7M](#). The town prides itself on community engagement and offers multiple ways for community members to become involved and stay informed, from eight Advisory Boards and Commissions to state-of-the-art communication tools such as mobile apps, e-newsletters, a TV channel, and neighborhood

social media options, as well as a Citizen's Academy. Additional information about the town can be found at wakeforestnc.gov.

About the Position

The Town of Wake Forest Police Department (WFPD) is a CALEA-accredited law enforcement agency whose mission is to safeguard the lives and property of the people it serves, to reduce the incidence and fear of crime, and to enhance public safety while working with the community to improve their quality of life. The WFPD's core values of courage, honor, and integrity serve as the foundation for providing the highest standard of public service. In keeping with the Town's emphasis on community engagement, the Department administers several community outreach programs, including Shop with a Cop, an Annual Turkey Drive, National Night Out, and the Take Me Home program for community members with dementia.

Reporting to the Town Manager, the **Chief of Police** will lead a department with an approximate annual budget of \$18M and 121 full-time personnel who work in the [divisions](#) of Patrol, Support Services, Criminal Investigation, and Impact. The next Chief will perform complex managerial, administrative, and specialized law enforcement work in directing the activities of the Police Department. The Chief will be responsible for developing policy and procedures in support of the core values of the Town, supervising all Departmental personnel through subordinate supervisors, supervising the preparation of the annual budget, and promoting the Department's work and goals to the public. The Chief will regularly interact with residents, businesses, and other stakeholders, including Town Department Heads and Town Council, to share updates on



TOWN of WAKE FOREST



Police Department operations and to ensure a clear understanding of the perspectives of those the department serves.

KEY POSITION PRIORITIES:

- » Evaluate staffing needs and develop a succession plan for employees and any leadership gaps as well as the roles, skills, and needs of current staff to ensure they are in the optimal positions to succeed and meet community needs.
- » Build rapport with elected board and Town's senior leaders while continuing the custom of the Chief being visible, approachable, and accessible to all stakeholders, including staff, community members, and other Town partners.
- » Evaluate community relationships and establish outreach and engagement protocols for all levels of the department who engage with the public.
- » Thoroughly engage with the Department staff to learn about the Department's culture, needs, challenges, and opportunities before implementing significant changes that may be required to ensure accountability and that the Department's capacity keeps pace with population growth.
- » Ensure effective recruitment and selection of qualified staff, working to build a department that reflects our community.

Qualifications

MINIMUM QUALIFICATIONS

- » Any combination of education and experience equivalent to graduation from a four-year institution with a bachelor's degree in criminal justice, public

administration, business administration, or related field, with extensive experience in law enforcement management and supervision

- » Minimum of 10 years of progressive law enforcement experience with 5-7 years of cross-functional and progressive responsibility in leadership within law enforcement.
- » Certification as a sworn law enforcement officer by the State of North Carolina or the ability to obtain certification within twelve months of employment
- » Possession of a valid North Carolina driver's license, or possession of a valid license from another state AND the ability to obtain a North Carolina driver's license within 60 days of establishing residency (per NC law).

PREFERRED QUALIFICATIONS

- » Master's degree preferred
- » Additional training courses in law enforcement
- » A minimum of 3 years of Administrative or Command experience as a chief or the second in command position of a similar-sized or larger department.

Transfers: An officer holding probationary certification may not laterally transfer from one law enforcement agency to another. The probationary period must be completed in its entirety at the same agency. If an officer terminates employment with one agency before their year ends, they must start a new probationary period at the new agency. **In-state** candidates with less than a three-year break in NC service may receive partial



TOWN of WAKE FOREST



credit toward basic law enforcement training. **Out-of-state** transferees will be evaluated to determine the amount and quality of their training and experience. At a minimum, out-of-state candidates must have two years of full-time, sworn law enforcement experience and must have successfully completed a basic law enforcement training course accredited by the state from which they are transferring and cannot have a break in full-time service exceeding three years at the time of appointment. Individuals with Federal law enforcement officer certification who have not had a break in service exceeding three years at the time of appointment may receive partial credit toward NC basic law enforcement training. NC does recognize and give partial credit for military police (MP) training if the candidate has completed a formal military basic training program, has been awarded a military police occupational specialty rating, and has served as a military police officer for not less than two of the five years preceding the date of appointment.

THE SUCCESSFUL CANDIDATE:

- » Has a thorough knowledge of law enforcement principles, practices, methods, and equipment;
- » Has a thorough knowledge of state and federal laws, ordinances, and policies of the Department;
- » Has the ability to act with sound judgement in routine and emergency situations
- » Is engaged, accessible, and visible within and across departments and in the community, and enjoys being the face of the Department;
- » Is skilled in developing trust among community members and creating opportunities for collaborative problem solving;
- » Personally “walks the talk” on community-oriented policing initiatives and holds staff accountable;
- » Has a proven track record in developing and supporting staff to achieve excellence and proactive policing through building strong working relationships and programs for strategic succession planning, training, responsibility, productivity, morale, and retention;
- » Develops and maintains collaborative partnerships with community organizations, homeowner associations, the Wake County Sheriff’s Office, other municipalities, nonprofit organizations, and social service agencies to leverage resources and maximize quality of life opportunities, ensuring that the Town of Wake Forest Police Department is fully engaged and a vital part of the community.
- » Is experienced in systematic evaluation of department organization, staffing, resources and service levels to implement effective plans that maximize current assets
- » Is up-to-date on evidence-based practices in law enforcement (e.g., body cameras, mental health training, use of force, etc.) and has a track record of evaluating and making appropriate recommendations to ensure optimal departmental responses;
- » Understands and uses crime data statistics and other performance metrics to evaluate operations, identify trends, needed resources, develop benchmarks, and measure performance of established policing goals;
- » Is tech-savvy and understands and embraces how technology and social media can enhance effective law enforcement;



TOWN of WAKE FOREST

EMPLOYEE OFFERED BENEFITS

Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
Short Term Disability
Long Term Disability
Local Government Employee's Retirement System
401 (k) Retirement
NC 457 Retirement Plan
Employee Assistance Program (EAP)
Flexible Spending Account
Supplemental Insurance
NC 529 Plan
Local Government Federal Credit Union (LGFCU)
Merit Increases
Holidays and Vacation
Sick Leave
Paid Parental Leave
Paid Elder Care Leave
Floating Holiday
Tuition Assistance
Wellness Program
Pet Insurance
Gym Membership
Discounts

- » Has experience working in a council-manager form of government and skills in navigating the complexities of varying roles;
- » Is experienced across functional areas, including patrol, support services, investigations, and other specialized units;
- » Is skilled in budget development and management, policy development and application, and progressive policing strategies despite budget constraints;
- » Is an excellent communicator both verbally and in writing and possesses well-developed interpersonal skills and abilities;
- » Is an individual with impeccable integrity and a proven record of consistency in managing both internal and external relationships to mitigate challenges and maximize opportunities;
- » Thrives in a culture of high expectations and personal accountability and has a track record of developing the same departmental standards as a highly accomplished law enforcement leader.
- » Participates as an active member of a lead professional police association, such as IACP.

Salary & Benefits

The salary range for this classification is \$137,884 - \$228,680. The hiring range is \$149,928 - \$187,500. Base salary and compensation are negotiable within the hiring range based on experience and qualifications. Residency within 10 miles of municipal town limits preferred. Information about benefits can be found at wakeforestnc.gov/human-resources/benefits.

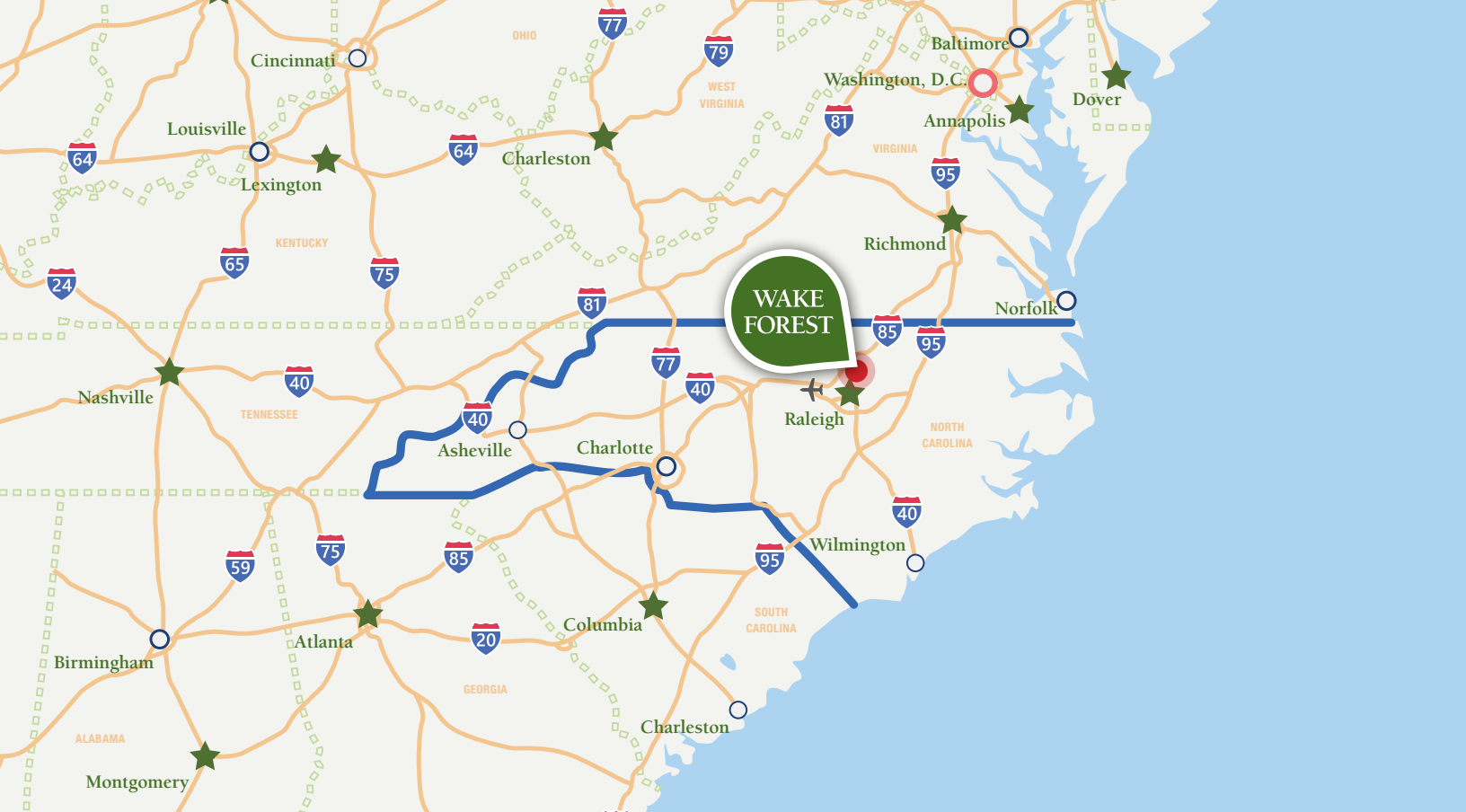
To Apply

To apply, please visit governmentjobs.com/careers/developmentalassociates and click on the **Chief of Police – Town of Wake Forest, NC**, title.

- » All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Town's employment application portal or any other external website.
- » Resumes and cover letters must be uploaded with the application.
- » Applicants should apply by **April 27, 2025** to be considered during the first round of reviews.
- » The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **June 5-6, 2025**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- » Direct all inquiries to hiring@developmentalassociates.com.

The Town of Wake Forest is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit developmentalassociates.com/client-openings/, select "Client Openings," and scroll down to "Important Information for Applicants."





Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
wakeforestnc.gov

