



POLICE CHIEF

CITY OF ELKHORN, WISCONSIN



SAFETY. SERVICE. COMMUNITY. INTEGRITY. ACCOUNTABILITY

01. OUR COMMUNITY

The City of Elkhorn is a small, welcoming community located in the heart of Walworth County, Wisconsin. Known as the “Christmas Card Town,” Elkhorn offers a high quality of life with its blend of historic charm, locally owned businesses, and community events that bring residents together throughout the year.

As the county seat, Elkhorn serves as a center for commerce and government, offering excellent schools, safe neighborhoods, beautiful parks, and abundant recreational opportunities. Its central location provides easy access to Milwaukee, Madison, and Chicago – while preserving the comfort of small-town living.

Elkhorn residents are proud supporters of their police department and value the role of law enforcement in maintaining safety and quality of life. This strong community partnership fosters trust, collaboration, and civic pride – an ideal foundation for the next Chief of Police to preserve and build upon.



02. OUR ORGANIZATION

The City of Elkhorn is a full-service municipality serving approximately 10,000 residents. Governed by a Mayor elected at large and a six-member Common Council, Elkhorn operates under a Mayor-Council form of government. The City is also supported by a Police and Fire Commission, which provide statutory oversight of the City's public safety services.

Despite its modest size, Elkhorn provides a wide range of municipal services, including police, fire, public works, water and electric utilities, a public library, and a recreation department. With a total operating budget of approximately \$45 million and around 90 full-time employees, the City is committed to delivering high-quality services with transparency, efficiency, and respect.



Our Mission

The City of Elkhorn is committed to residents, businesses, and visitors by delivering essential services with efficiency, transparency, and respect, fostering a strong and connected community.

Our Vision

The City of Elkhorn will be a leader in Walworth County, providing exceptional municipal services, fostering economic prosperity, and ensuring a safe and welcoming community for all who live, work, and visit here.

Core Values

Safety, Service, Community, Integrity, Accountability

03.

OUR POLICE DEPARTMENT



The Elkhorn Police Department is a small, professional agency dedicated to serving and protecting our close-knit community. The department is authorized for 19 full-time staff members, including the Police Chief, Captain, two Sergeants, a School Resource Officer, two Detectives, ten Patrol Officers, a Community Service Officer, and a Confidential Secretary.

Collaboration with local, county, and regional partners supports the delivery of high-quality service across the community.

The department is known for responsive service and commitment to public safety. Elkhorn's officers take pride in their visibility, approachability, and professionalism.

This leadership opportunity arises as the current Chief prepares to retire after more than 36 years of dedicated service to the City.



04. OUR IDEAL CANDIDATE

The next Police Chief for the City of Elkhorn will step into a department at a pivotal moment of transition and opportunity. The department is looking for a leader who can guide with integrity, foster a strong internal culture, and build on the department's positive relationship with the community. The following Insights are based on input from department staff:

Top Leadership Qualities:

- Team-oriented & collaborative
- Trustworthy & ethical
- Strong communicator
- Decisive
- Open to feedback

Preferred Management Style:

- Empowers and delegates
- Adapts to situations
- Seeks input and builds consensus
- Hand-on, involved in operations

Key Skills:

- Law enforcement & leadership experience
- Recruitment, retention, & staff development
- Budget & resource management
- Community engagement

Initial Priorities:

- Strengthen department culture & morale
- Recruit & retain officers

Looking Ahead:

The department faces challenges such as recruiting and retaining new officers and managing city growth – but also opportunities to build on strengths like a highly dedicated team, strong internal collaboration, and a positive, well-respected presence in the community. Officers want a true leader – not just a boss – who listens, supports, fosters accountability, and involves the team in shaping the department's future.



05. OUR REQUIREMENTS

- Graduation from an accredited four-year college or university. A degree in criminal justice, business administration, management, public administration, or a closely related field is strongly preferred.
- At least 8 years of law enforcement experience, including 5+ years in a supervisory, command, or senior leadership role.
- Possession of, or eligibility to obtain upon appointment, certification by the Wisconsin Law Enforcement Standards Board.
- Valid Wisconsin driver's license or eligibility to obtain upon appointment
- **Residency within 15 miles of Elkhorn's jurisdictional boundaries within one year of hire.** Extension may be provided due to extenuating circumstances, subject to approval by the Common Council.

Preferred qualifications include strong leadership, communication, and decision-making skills, along with experience in budgeting, personnel management, and community engagement. Familiarity with collective bargaining, policy development, and modern policing practices is also desirable. A personal commitment to law enforcement and a history of ethical and professional conduct as a law enforcement officer is highly valued.

An equivalent combination of education, training, and experience may be considered if it provides the required knowledge, skills, and abilities necessary to perform the essential functions of the position.

A full description of the position is available through the [online application](#).



06. OUR BENEFITS

The City of Elkhorn offers a competitive benefits package, including:

Health & Wellness

- Self-Funded Health Insurance
 - 100% City-paid premium coverage for employee-only plans
 - 1% cost-share for family coverage
- Dental Insurance – 100% City-paid premiums
- Voluntary Vision Coverage
- Health Reimbursement Arrangement (HRA)
 - \$500 annual City contribution
 - Rollover up to \$4,000
- Healthcare FSA & Dependent Care FSA
- Employee Assistance Program (EAP)

Financial Security

- Life Insurance – Two City-provided policies, with optional additional coverage
- Long-Term Disability Insurance
- 457(b) Deferred Compensation Plan
- Wisconsin Retirement System (WRS)

Time Off & Leave

- Paid Time Off – Accrued bi-weekly
 - Up to 75% of unused PTO earned during the year may be carried over on your anniversary date
- Medical Leave Bank (MLB)
 - Deposit hours over the PTO carryover limit
 - City matches up to 24 hours annually
 - Can be used for qualifying FMLA events
- 10 Paid Holidays

Compensation:

- Anticipated 2026 salary range = \$102,024.00 – \$137,321.60
- Expected hiring range = \$102,024.00 – \$119,537.60
 - Starting salary determined based on qualifications and experience



07. OUR PROCESS

1. Apply Online

- Submit your online application by **11:59 PM** on Sunday, **December 21, 2025**.

2. Application Review

- Applications will be reviewed by the Police & Fire Commission (PFC) to determine the most highly qualified candidates.

3. Video Screening

- Candidates selected to move forward will be sent a link to complete a recorded video interview.

4. In-Person Interviews and Tour

- Finalists will be invited to interview with City leadership, tour the department, and participate in a final interview with the PFC.



5. Conditional Offer & Pre-Employment Screening

- The selected candidate will undergo a suitability exam, drug screening, medical exam, and a comprehensive background and reference check.

6. Final Appointment by PFC

- Upon successful completion of pre-employment items, PFC will make the final appointment.

7. Start Date

- Tentative start date: late February, based on hiring timeline and candidate notice requirements.

**Please note: The recruitment process is subject to change at the discretion of the PFC*

WHY ELKHORN?

Elkhorn is a community that takes pride in its police department and values strong leadership. As Chief, you'll have the chance to guide the department through a new chapter, strengthen its culture, and continue the tradition of trusted, community-focused policing. Combined with excellent schools, vibrant community events, and a welcoming small-town atmosphere, Elkhorn offers both a meaningful role and a great place to call home.

Apply online by 11:59 PM on Sunday, December 21, 2025 at
www.governmentjobs.com/careers/elkhornwi

Confidential questions or inquiries may be directed to Human Resources Manager, Kacey Keogh, at kkeogh@cityofelkhorn.gov



Visit our website at **www.cityofelkhorn.gov** to learn more about our City