



Town of Nutter Fort

1415 Buckhannon Pike Nutter Fort WV 26301, office@townofnutterfort.gov
Ph: 304-622-7713 Fax: 304-623-0288

Police Chief Applicant

Thank you for your interest in the position of Chief of Police with the Town of Nutter Fort. We appreciate your interest in serving our community and the time and effort required to complete the application process.

When submitting your completed packet, please include a resume, a copy of your driver's license and all current certifications.

Your application materials will be reviewed in accordance with the established selection process. Candidates whose qualifications most closely align with the needs of the department and the community will be contacted regarding the next steps.

We thank you for your interest in this important leadership position and for your willingness to serve in a law enforcement capacity.

Sincerely,

Rezin Hudkins IV

Mayor, Town of Nutter Fort

TOWN OF NUTTER FORT CANDIDATES BEING ACCEPTED – POLICE CHIEF

The Town Nutter Fort, West Virginia is accepting candidates for the position of Police Chief.

The Police Chief is responsible for the administration, supervision, and operation of the Town's Police Department, including personnel management, budgeting, policy development, community policing, and enforcement of state and local laws.

Qualifications include:

- Current West Virginia law enforcement certification
- Demonstrated knowledge of West Virginia Civil Service laws, rules, procedures, and disciplinary processes
- Minimum of 10 years of progressively responsible law enforcement experience
- Supervisory and administrative experience preferred
- Strong leadership, communication, and community engagement skills
- Ability to pass background check, drug & alcohol screening, and medical examination

Salary: Starting at \$70,000 commensurate with experience and qualifications

Benefits: WV Public Employees Retirement System, health insurance options, paid holidays, vacation and sick leave

Application packages may be obtained at Nutter Fort Town Hall, 1415 Buckhannon Pike, Nutter Fort, WV 26301 or downloaded at www.townofnutterfort.gov. More information available by calling 304-622-7713 or 304-203-4777.

Completed packages must be submitted by
Thursday, March 5, 2026.

The Town of Nutter Fort is an Equal Opportunity Employer.



Working Police Chief – Official Job Description

Town of Nutter Fort, West Virginia

Position Overview

The Town of Nutter Fort, West Virginia, is seeking qualified candidates for the position of **Working Police Chief**. This position serves as the chief administrative and operational leader of the Nutter Fort Police Department (NFPD). The Working Police Chief is responsible for directing day-to-day law enforcement operations, supervising and developing personnel, ensuring compliance with all applicable state and local laws, and actively performing frontline policing duties.

A primary and immediate objective of this position is to **restore and maintain 24-hour, seven-day-a-week police coverage** to ensure consistent and reliable public safety services for the residents of Nutter Fort.

The Working Police Chief reports directly to the Mayor and Town Council and works collaboratively with other municipal officials, county agencies, and community partners.

Essential Duties and Responsibilities

Leadership and Administration

- Provide strategic leadership, direction, and oversight of all operations of the Nutter Fort Police Department.
 - Develop, implement, and enforce departmental policies, procedures, and operational plans in accordance with state law and best practices.
 - Prepare, administer, and manage the department's budget, including oversight of expenditures and resources.
 - Ensure the accurate and timely completion of reports, records, and compliance documentation.
 - Advise municipal leadership on public safety matters, operational needs, and policy considerations.
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Operational and Patrol Responsibilities

- Perform regular patrol duties and function as an active, working law enforcement officer.

- Serve as the primary on-scene commander for major incidents, emergencies, and critical events.
 - Support and participate in criminal investigations as necessary.
 - Ensure proper maintenance, accountability, and readiness of departmental vehicles, equipment, and facilities.
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Personnel Management

- Recruit, hire, train, supervise, and evaluate sworn officers and departmental personnel.
 - Develop and implement staffing plans necessary to restore and sustain continuous police coverage.
 - Oversee hiring initiatives, onboarding processes, and shift expansion efforts.
 - Foster a professional, ethical, and positive departmental culture focused on accountability, teamwork, and public service.
 - Address personnel issues in accordance with municipal policies, labor standards, and applicable laws.
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Restoring 24/7 Police Coverage (Priority Objective)

- Conduct a comprehensive assessment of current staffing levels, scheduling practices, and operational capacity.
 - Develop and execute a clear action plan to reestablish 24/7 police coverage.
 - Lead recruitment efforts to attract and retain qualified law enforcement officers.
 - Implement effective scheduling and deployment strategies to ensure coverage continuity.
 - Establish measurable benchmarks and regularly report progress to the Mayor and Town Council.
 - Strengthen mutual aid agreements and interagency cooperation to support coverage goals.
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School Safety and PRO Program Coordination

- Lead efforts to reestablish and maintain a consistent NFPD presence at Nutter Fort Elementary School.
- Coordinate with the Harrison County Sheriff's Office and the assigned Prevention Resource Officer (PRO).
- Attend meetings and planning sessions with the Sheriff's Office and school administration.

- Support school safety initiatives, including emergency planning, safety drills, and youth engagement programs.
 - Serve as the primary liaison between NFPD, the school system, and partner agencies on school safety matters.
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Community Engagement

- Build and maintain strong relationships with residents, community organizations, and partner agencies.
 - Represent the Police Department at Town Council meetings, community meetings, and public events.
 - Promote community-oriented policing practices and proactive engagement with the public.
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Professional Standards and Compliance

- Ensure compliance with all West Virginia law enforcement standards, training requirements, and certification obligations.
 - Uphold the highest standards of ethics, integrity, professionalism, and accountability.
 - Maintain operational readiness for emergency management, disaster response, and critical incidents.
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Minimum Qualifications

- Certification as a law enforcement officer.
 - Minimum of ten (10) years of progressively responsible law enforcement experience.
 - Demonstrated knowledge of municipal policing operations and administration.
 - Proven leadership, supervisory, and decision-making skills.
 - Strong written and verbal communication skills.
 - Ability and willingness to perform active patrol and field duties as required.
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Work Environment and Conditions

- This position requires on-call availability, shift flexibility, and response outside of normal business hours as needed.
 - Duties involve a combination of administrative office work and active field operations, including patrol, emergency response, and physical activity.
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Equal Opportunity Statement

The Town of Nutter Fort is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other status protected by law.

This job description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all duties, responsibilities, or qualifications required for the position.

Application for Employment

Town of Nutter Fort

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status

(Please Print)

Position(s) Applied For: _____

Date of Application: ____/____/____

How Did You Learn About Us?

Advertisement ____ Employment Agency ____ Friend ____ Relative ____ Other ____

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ Social Security Number _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? ____ Yes ____ No

Have you ever filed an application with us before? ____ Yes ____ No

If Yes, give date _____

Have you ever been employed with us before? ____ Yes ____ No

If Yes, give date _____

Are you currently employed? ____ Yes ____ No

May we contact your present employer? ____ Yes ____ No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

(Proof of citizenship or immigration status will be required upon employment) ____ Yes ____ No

On what date would you be available for work? _____

Are you available to work: ____ Full Time ____ Part Time ____ Shift work ____ Temporary

Are you currently on "lay-off" status and subject to recall? ____ Yes ____ No

Can you travel if a job requires it? ____ Yes ____ No

Have you been convicted of a felony within the last 7-year? (Conviction will not necessarily disqualify an applicant from employment.) If yes, please explain: ____ Yes ____ No

Education

	Name & City/State of School	Course of Study	Years Completed	Diploma or Degree
High School				
College/ Technical School				
Graduate School				
Other (Specify)				

Describe any specialized training, apprenticeships, skills or extra-curricular activities.

Describe any job-related training received in the United States military.

Employment History

Begin with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer: _____
Address: _____
Phone Number(s) _____
Job Title _____ Supervisor _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: _____
Work Performed: _____

2. Employer: _____
Address: _____
Phone Number(s) _____
Job Title _____ Supervisor _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: _____
Work Performed: _____

3. Employer: _____
Address: _____
Phone Number(s) _____
Job Title _____ Supervisor _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: _____
Work Performed: _____

4. Employer: _____
Address: _____
Phone Number(s) _____
Job Title _____ Supervisor _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: _____
Work Performed:

5. Employer: _____
Address: _____
Phone Number(s) _____
Job Title _____ Supervisor _____
Dates Employed: From _____ To _____
Hourly Rate/Salary: _____
Work Performed:

If you need additional space, please continue on a separate sheet of paper

List professional, trade, business or civic activities and offices held. You may exclude membership which would reveal gender, race, religion, national origin, age ancestry, disability or other protected status:

Additional Information

Computer Skills

Please identify any training courses in computers you have taken and any computer software programs, or systems you have worked with.

Typing Skills

Please specify your typing speed in words per minute: _____

Are you opposed to taking a typing test administered by the Town? Yes No

Relatives

Please list any of your relatives who work for the Town of Nutter Fort, Relatives include but are not limited to your spouse, children, mother, father, step-mother, step-father, spouses' children, mother-in-law, father-in-law, grandfather, grandmother, spouse's grandfather, spouse's grandmother, grandchildren, spouse's grandchildren, brother, sister, brother-in-law, and sister-in-law.

Relative' s Name

Relationship

Residency

Do you live within the corporate limits of the Town of Nutter Fort? Yes _____ No _____

Reasonable Accommodation

If you need a reasonable accommodation in the application or hiring process please contact Town Hall:

Phone: 304-622-7713

Email: office@townofnutterfort.gov

Address: 1415 Buckhannon Pike, Nutter Fort, WV 26301

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary, in arriving at an employment decision.

This application for employment shall be considered only for the position to which I am applying.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. As a pre-employment condition, a drug screen may be required.

Signature of Applicant

Date

***PLEASE ATTACH A RESUME WITH AT LEAST THREE (3) REFERENCES.**

For Personnel Department Use Only

Arrange Interview _____ Yes _____ No Date of Interview _____

Interviewer(s) _____

Position applied for _____

Remarks _____

AUTHORIZATION AND RELEASE

THIS CONSTITUTES MY CONSENT AND AUTHORIZATION FOR DISCLOSURE OF ANY RELEVANT AND NECESSARY INFORMATION OR RECORDS CONCERNING MY CHARACTER, EMPLOYMENT OR MILITARY SERVICE AS MAY BE RELEVANT AND NECESSARY FOR A DETERMINATION OF MY SUITABILITY FOR EMPLOYMENT WITH THE TOWN OF NUTTER FORT TO ANY DULY AUTHORIZED EMPLOYMENT OFFICIAL OF THE TOWN OF NUTTER FORT.

I HEREBY RELEASE THE AFOREMENTIONED PERSONS, CORPORATIONS, AGENCIES, ASSOCIATIONS AND THEIR EMPLOYEES, AGENTS AND REPRESENTATIVES FROM ANY AND ALL LIABILITY FOR DAMAGES RESULTING FROM A DECISION BY THE TOWN OF NUTTER FORT NOT TO EMPLOY ME ON THE ACCOUNT OF COMPLIANCE OR ANY ATTEMPTS AT COMPLIANCE WITH THIS AUTHORIZATION, EXCEPT FOR ANY DAMAGES FROM KNOWINGLY PROVIDING FALSE INFORMATION OR RECORDS ABOUT ME.

A COPY OF THIS AUTHORIZATION SHALL BE EFFECTIVE AND VALID AS THE ORIGINAL. THIS AUTHORIZATION SHALL BE VALID FOR 12 MONTHS FROM THE DATE IT IS SIGNED.

DATE

SIGNATURE OF APPLICANT

STREET ADDRESS

CITY AND STATE

TELEPHONE NUMBER

EMAIL

PREFERRED METHOD OF CONTACT: _____