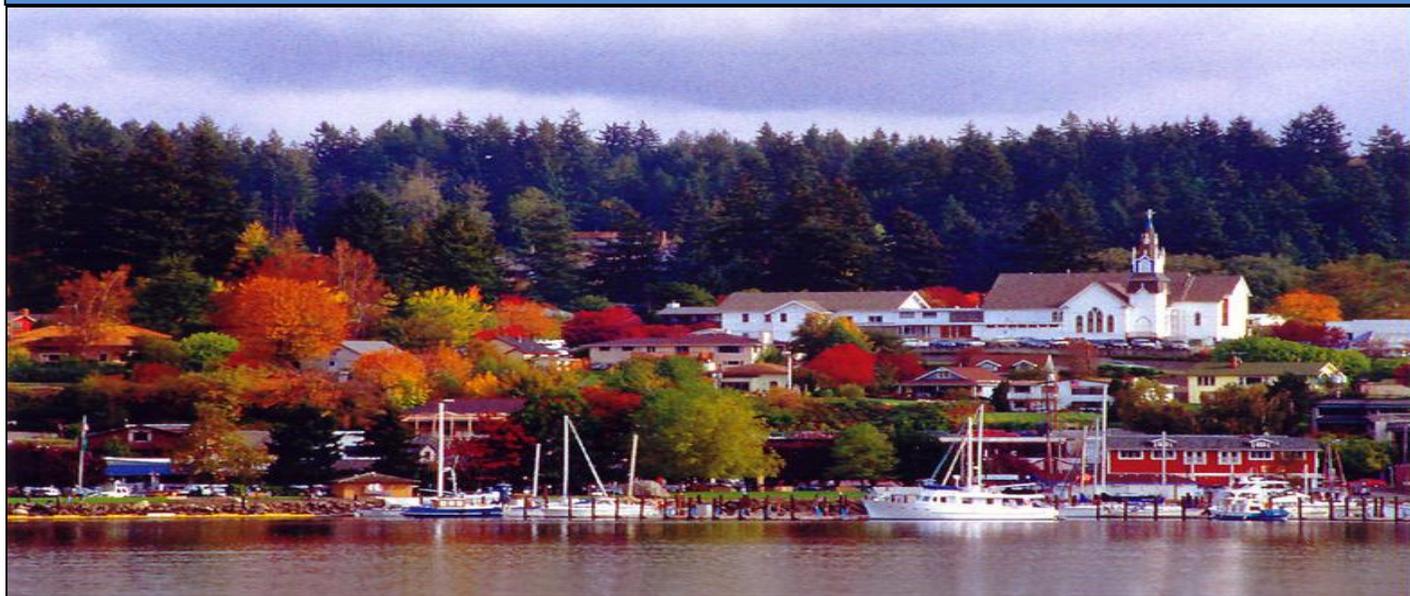


Poulsbo, Washington

DEPUTY CHIEF

Recruitment



CITY GOVERNMENT

Poulsbo operates under a Mayor-Council form of government. The Mayor, elected by the people to a four-year term, is the executive officer of the city, coordinating the day-to-day activities. The council is the policy-making branch and consists of seven members elected at large to staggered four-year terms. Mayor Rebecca Erickson was re-elected to her second term of office in 2014.

THE COMMUNITY

The City of Poulsbo is located in beautiful Kitsap County, west of Seattle. Originally settled by Norwegian immigrants in the late 1800's on Liberty Bay, a fjord of Puget Sound, Poulsbo continues to maintain its Scandinavian atmosphere through its architecture, celebrations, and hospitality. Holding to its Scandinavian heritage has earned the City the nickname "Little Norway" and visits from two Norwegian Kings.

Three military bases are located in Kitsap County; Bremerton's Puget Sound Naval Shipyard, Naval Submarine Base Bangor and Keyport's Naval Undersea Warfare Center. With a population of 10,210 many of Poulsbo's residents are employed at one of the federal bases or commute to metropolitan Seattle by ferry. In addition, Poulsbo has a large and active senior citizen population.

THE DEPARTMENT

The Poulsbo Police Department staff consists of 24 law enforcement professionals (19 sworn, 5 civilian) and operates on \$3.1 annual budget. The majority of the officers are assigned to operations and are currently supervised by three sergeants. There are two full-time detectives, a K-9 Officer, and a full time School Resource Officer. Our officers take a great deal of pride in providing excellent public safety services to the community, and in return have tremendous community support.



POSITION OVERVIEW

Under general direction of the Chief of Police, the Deputy Chief coordinates and administers daily police operation activities related to law enforcement and crime prevention through subordinates; provides high-level technical and administrative staff assistance to the Chief of Police; and assumes command of the Department in the absence of the Chief of Police.

Essential Functions:

- Assists the Chief in the development of goals, objectives, policies and priorities of the Department and in the development of innovative municipal law enforcement practices.
- Researches modern police management methods.
- Responsible for developing and maintaining accreditation procedures.
- Evaluates and enforces rules, procedures and policies for efficient operation of the Department and recommends changes.
- Plans, directs, supervises and coordinates the activities of Police personnel engaged in preserving order, protecting life and property and in enforcing laws and municipal codes and other police operation activities related to requests for police assistance, information and complaints.
- Reviews and approves recommendations for response to emergency situation and oversees plans to meet goals.
- Provides direct supervision of upper level management positions and the functional supervision of professional law enforcement and support staff.
- Reviews and approves staff assignments.
- Coordinates special enforcement teams, directs investigations, interviews and inspections; directs the implementation of deployment for assigned personnel.
- Assists in preparing the Department budget, monitors budget activity
- Prepares and approves departmental payroll
- May assist the Chief in negotiating with municipal officers for appropriation of funds.
- Writes reports and maintains records
- May handle departmental news release with the media
- Addresses the public, and special interest groups to inform the public of goals and operations of the Department.
- Confers with citizens and City officials on law enforcement problems.
- Supervises assigned staff; evaluates management and supervisory personnel; reviews evaluations of all line personnel; administers or recommends discipline; recommends hiring and termination; resolves personnel problems; develops recruitment and selection standards with Personnel Division.
- May make presentations to elected officials.
- Ensures achievement of in-service and State-mandated training requirements by all uniformed Patrol Division personnel.

- Provides long-range planning to ensure the Department's future service capacity and projects needs for personnel, equipment, training, and facilities.
- Performs duties of Chief of Police as assigned.
- Perform other duties as assigned.

Qualifications/Requirements:

Knowledge of: Modern police administration and operations, legal rights of citizens, modern office methods and procedures, municipal budget preparation and analysis, principles and practices of organization and public administration, department rules, regulations, policies and procedures; laws, ordinances, and regulations that affect police operations of the Department, including City personnel rules and procedures; criminal law, laws of arrest, rules of evidence, search and seizure laws, interviewing and interrogation techniques and related legal basis of police activities.

Skill in: Problem analysis and resolution; development and presentation of related recommendations; principles of supervision, training, and performance evaluation; principles and practices of personnel management, and employee relations; public relations techniques; police operations and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management and care and custody of persons and property.

Ability to:

- Operate standard office equipment, including computers, assigned weapons, and various police equipment
- Communicate effectively in written and oral form
- Command attention and respect
- Encourage the flow of ideas and cooperative resolution of problems
- Develop and maintain effective working relationships
- Assume responsibility and control in situations that require prompt action

- Interact with others in a way that shows concern for the individual and sensitivity to personal differences and feelings
- Identify and analyze critical departmental operations and organizational issues and develop realistic, cost-effective recommendations to resolve these issues
- Plan and coordinate activities, establish priorities, set standards and provide guidelines to staff

EDUCATION AND EXPERIENCE

Any equivalent combination of experience and education that could likely provide the required skills, knowledge and abilities would normally be obtained by:

- A minimum of two years previous experience as a Police Lieutenant or comparable position, with demonstrated ability to exercise command authority over police operations, successfully develop and implement plans for future service and manage critical administrative functions.
- Possession of a bachelor's degree from an accredited college or university in business or public administration, criminology, police science or other related field.

Special Requirements: This position is on 24-hour emergency call. Completion of Washington State Basic Training Academy or equivalent within six months. Washington State Criminal Justice Training Commission middle-management career level certification or the equivalent. Possession of a valid or ability to obtain a valid Washington Driver's License.



COMPENSATION AND BENEFITS

The 2018 annual salary range for this position is \$101,680 - \$117,874 DOQ. The City contributes 95% of the cost of medical/vision premiums and 100% of dental premiums for full family coverage for a total cost of \$1,452.28 per month. The City also contributes \$70.00 per month towards a health reimbursement account (HRA-VEBA) and provides a \$30,000 life insurance policy. Employees receive ten paid holidays per year, 25 days of vacation as well as 12 days of sick leave accrual. After six months of employment, employees receive one floating holiday; and after one year, two personal leave days are provided. Employees receive an additional 1% longevity pay after five years, 2% after ten years, with a 5% maximum. The Deputy Chief is an FLSA exempt position and is a member of the Law Enforcement Officers and Fire Fighters Retirement System (LEOFF).

RECRUITMENT SCHEDULE

- September 21 – Applicant Period Opens
- October 12 – Applicant Period Closes
- November 2 – Candidate Interviews
- November 10 – Selection of Candidate

APPLICATION INSTRUCTIONS

All applicants must submit a City application, **resume** (three pages maximum), and a detailed (two-page maximum) **cover letter** that describes your experience, leadership style and why you are interested in the position.

Application packets must be submitted to:
City of Poulsbo, Attn: Human Resources, 200 NE Moe St, Poulsbo, WA 98370 or via e-mail to: dkingery@cityofpoulsbo.com. All packets are due by 12:00 pm on Thursday, October 12, 2017.

For more information, contact Deanna Kingery, HR Manager, 360-394-9705
dkingery@cityofpoulsbo.com
www.cityofpoulsbo.com

