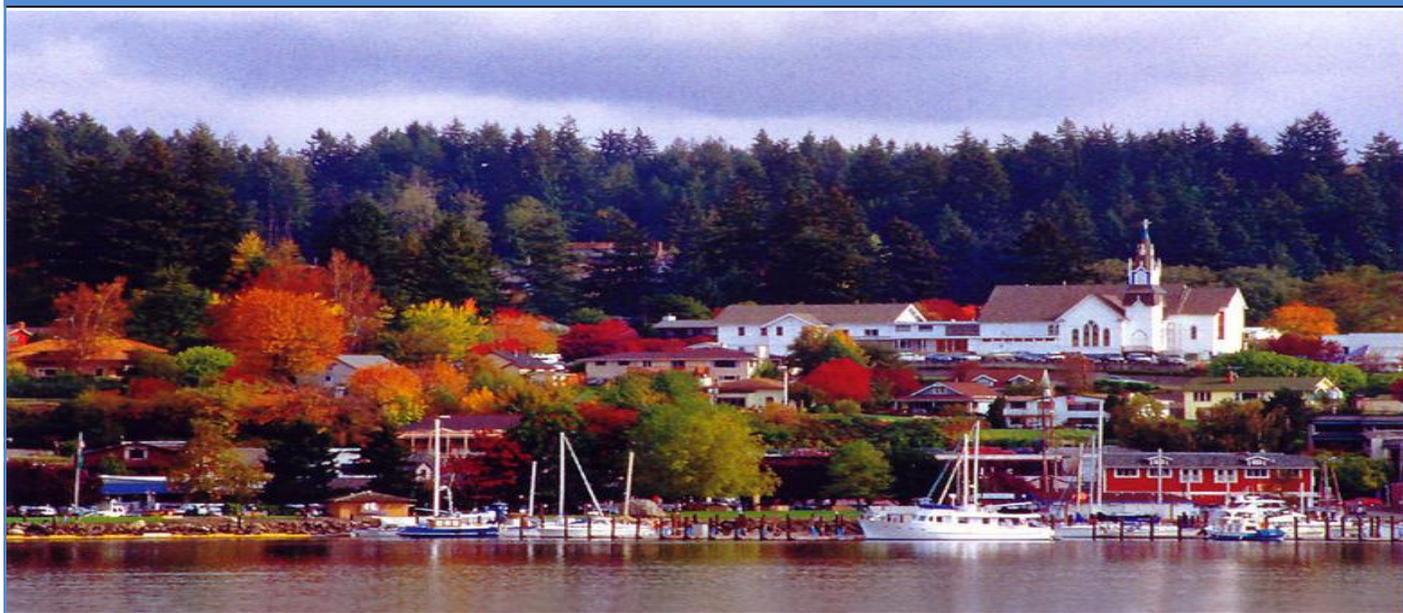


# Poulsbo, Washington

## POLICE CHIEF

### Recruitment



#### WHY APPLY?

The City of Poulsbo invites you to an exciting opportunity to live and work in a picturesque, friendly, growing community. With a supportive community and dedicated officers, Poulsbo is seeking a civic minded, visionary leader for its Police Chief. We hope you consider joining our team.

#### 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 11,550 many of Poulsbo's residents are employed at one of the federal bases, commute to metropolitan Seattle by ferry or more recently have begun telecommuting due to COVID. In addition, Poulsbo has a large and active senior citizen population.

#### 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 third term of office in 2018.



## POSITION OVERVIEW

The Police Chief is a director level position reporting directly to Mayor. This position plans, organizes and directs Police activities of the City including patrol, investigation, communications, records and prosecution, to ensure the enforcement of laws and municipal codes, protection of life and property and preservation of order.

### **Essential Functions:**

- Provides executive direction to Command Staff and other selected staff to ensure that department goals and objectives are met.
- Directs department administrative activities including personnel, budgeting, capital expenditures program, development of annual plans and objectives and long-range planning to provide optimum support for the Department's ongoing operations.
- Ensures the effectiveness of Department personnel in performing their assigned duties through hiring, supervising, evaluating and training staff.
- Develops and maintains the Department's relationships with other City departments, City Council, and other law enforcement agencies.
- Performs a variety of community relations activities to establish and maintain an effective public image and communication network for the Department.
- Provides emergency direction to police operations as required.

### **Qualifications/Requirements:**

**Knowledge of:** Current practices in the management of municipal Police Departments; Criminal law, Federal, state and local laws and regulations pertaining to the conduct of law enforcement operations; Principles and practices of organization and public administration; Municipal budget preparation and analysis; and Principles of supervision, training and performance evaluation.

**Skill in:** Strong leadership and management skills with emphasis in analysis of stakeholder needs and execution of findings and appropriate recommendations, media relations, fiscal management and strategic planning.

**Ability to:** Exercise sound judgment under highly sensitive conditions including potential injury or loss of life to others, severe time constraints and political considerations; Coordinate department operations with other law enforcement agencies; direct, evaluate, train and supervise the work of assigned personnel; communicate effectively in written and oral form; and develop and maintain effective working relationships.

## EDUCATION AND EXPERIENCE

Any combination of experience and education that provides the required knowledge, skills and abilities which may include:

- Possession of a Bachelor's/Master's preferred from an accredited college or university in business or public administration, criminology or related field; or equivalent experience with a minimum of

ten years experience in a state, county, or municipal law enforcement agency including a minimum of three years administrative experience at the rank of Deputy Chief, Captain, Commander or higher.

- Extensive previous experience in a public law enforcement agency including both operational and administrative assignments at the management level, along with experience or education in public agency budgeting, organization and planning.

**Special Requirements:** This position is on 24-hour emergency call and requires the finalist to maintain peace officer certification in Washington which includes successful completion of a comprehensive background investigation and both polygraph and psychological examinations. The finalist is also expected to either possess or have the qualifications to obtain middle-management career level certification through the Washington State Criminal Justice Training Commission. Finalists must also possess a valid Washington Driver's License.

## COMPENSATION AND BENEFITS

The City of Poulsbo has established an annual salary range of \$135,856 - \$157,494 for this position 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 \$1,520.95 per month. The employee's cost is \$73.25 per month. The City also contributes \$100.00 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 Police Chief is an FLSA exempt position and is a member of the Law Enforcement Officers and Fire Fighters Retirement System (LEOFF).

## RECRUITMENT SCHEDULE

- June 29 – Applicant Period Opens
- July 31 – Applicant Period Closes
- August 20 – Candidate Interviews

## APPLICATION INSTRUCTIONS

All applicants must submit an application packet including a **resume** (three pages maximum), responses to **supplemental questions** and a detailed (two page maximum) **cover letter** that describes your experience, leadership style and why you are interested in the position.

Packets must be submitted to the Washington Association of Sheriffs and Police Chiefs (WASPC). Electronic packets are preferred and can be submitted to: Deb Gregory at [dgregory@waspc.org](mailto:dgregory@waspc.org). All packets are due by 5:00 pm on Friday, July 31.

Questions can be addressed to Michael Painter, WASPC Director of Professional Services at [mpainter@waspc.org](mailto:mpainter@waspc.org)

City of Poulsbo  
[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)  
*Please do not contact the City directly.*



## SUPPLEMENTAL QUESTIONS

- (1) The City of Poulsbo wants its Police Chief to be a part of the community. Describe your experience with community engagement and what steps you will take to become part of our community.
- 2) Please describe any sensitive or critical issues that have arisen, which you have been directly involved in as a command-level leader, involving persons or communities of color. What were the potential impacts to your department as a result of this issue? How was the issue resolved and with what techniques? What lessons did you learn from it?
- 3) Describe three specific accomplishments or shortcomings in your law enforcement career that you consider to be significant.

