



CITY OF POULSBO

Deputy Chief of Police



\$137,503 - \$159,404

The City of Poulsbo seeks a dynamic, law enforcement executive to assist the Chief of Police in leading the Poulsbo Police Department into the future. This is an exciting law enforcement opportunity to work in a progressive, community-oriented organization.

The primary mission of the Poulsbo Police Department is to safeguard the lives, property, and rights of all people; to reduce the incidence and fear of crimes; and to enhance public safety while working with our community to improve their quality of life.



WASHINGTON ASSOCIATION OF
SHERIFFS AND POLICE CHIEFS
Serving the Law Enforcement Community

Bryan Jeter, Executive Recruitment Coordinator
Washington Association of Sheriffs and Police Chiefs
Phone: (253) 677-8576 · Email: bjeter@waspc.org



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Recruitment Announcement

COMMUNITY PROFILE

Incorporated in 1907, Poulsbo is located in beautiful Kitsap County, west of Seattle. Originally settled by Norwegian immigrants in the late 1800's on Liberty Bay, Poulsbo continues to maintain its Scandinavian atmosphere through its architecture, celebrations, and hospitality.

Poulsbo's amenities attracts tourists and encourages people to move here. With its picturesque downtown core and shopping areas at Poulsbo Village, Viking Avenue, and in College Market Place, Poulsbo offers much to citizens and guests alike. These include several beautiful parks, a boardwalk along Liberty Bay, three marinas, gift shops, delicious bakeries, good schools including the Olympic College satellite campus, and panoramic views of Liberty Bay and the Olympic Mountains.

Three military bases are located in Kitsap County with many of Poulsbo's residents being employed at one of the federal bases, or commuting to metropolitan Seattle by ferry or working remotely. Poulsbo has a large and active senior citizen population.



POULSBO QUICK FACTS

Population:	12,250
Square Miles:	4.5
Median Age:	43.7
Median Household Income:	\$109,060
City Parks:	16 parks, 137 acres
Community Events & Festivals	41
Avg High Winter Temperature:	45° F
Avg High Summer Temperature:	72° F

CITY GOVERNMENT

Poulsbo operates under a Council-Mayor form of government. The City Council has seven members. The Councilmembers and Mayor are non-partisan, elected officials. The Chief of Police, a vital member of the City's executive management team, reports to the Mayor.



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DEPARTMENT INFORMATION

The Poulsbo Police Department provides a wide range of services on behalf of the Poulsbo community including citizen outreach, collaboration with schools, managing crime prevention programs, and investigating major felony crimes. The public and the police work together to ensure the overall safety of the community. This partnership is critical in maintaining the City of Poulsbo's high quality of life, allowing the Poulsbo Police Department to proactively respond to emerging issues confronting the community. The Department prides itself in excellent customer service and a low crime rate. This is due to the professionalism and training of the men and women who wear the uniform, and from the willingness of Poulsbo citizens to get involved and report criminal activity affecting their community. The Poulsbo Police Department will continue to strive to meet the needs of the community and enforce laws in a uniform and fair manner to preserve and maintain the safety of our neighborhoods, schools, and businesses.

In addition to primary assignments, the Department also has opportunities for Officers to become certified Instructors in Defensive Tactics, Emergency Vehicle Operations, Firearms, Patrol Tactics, Fair and Impartial Policing, and Less Lethal Weapons.

Various units, teams, and programs include:

- Drug K-9
- Detectives
- School Resource Officer
- Social Worker
- Field Training Officer
- Peer Support
- SWAT (Regional Team)
- Drug Recognition
- Accident Investigation (Regional Team)
- Boat/Marine Patrol
- Bike Patrol
- Night Vision Program
- Drone Operator
- Motorcycle Patrol

The Poulsbo Police Department is a state accredited agency located within Poulsbo City Hall.

DEPARTMENT STRUCTURE

Chief	1
Deputy Chief	1
Lieutenant	1
Sergeants	4
Police Officers	15
Navigator	1
Support Personnel	3



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IDEAL CANDIDATE: PROFILE



The Poulsbo Police Department seeks a strong, decisive individual who demonstrates a clear command presence balanced with well-developed interpersonal skills. The Deputy Chief of Police must place a premium on customer service, understanding the role of a contemporary law enforcement organization within the community. The successful candidate will lead by example, setting the tone of honest, ethical behavior, and demonstrating integrity beyond reproach.

The candidate must be familiar with the operational and policy issues associated with a medium sized law enforcement agency. Experience working in the Northwest or similar labor climate is preferred.

A proven track record of administrative task management, and strategic leadership is desired.

Essential Functions:

- Provides executive direction to Command Staff and Sergeants to ensure that department goals and objectives are met.
- Supports the Chief of Police in 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.
- Performs the duties of the Chief of Police in their absence.
- 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.



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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 a relational style. Willingness and aptitude to learn 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 *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 experience at the rank of Deputy Chief, Captain, Lieutenant or Sergeant. Previous experience in a public law enforcement agency including both operational and administrative assignments. Experience or education in public agency budgeting, organization and planning is a plus.

Aspiration to become the Chief of Police within the next three years is preferred. Training and mentorship for this goal will be supported, including tuition for a premier executive leadership training such as Northwestern School of Police Staff and Command or FBI National Academy.

Special Requirements: This position is on 24-hour emergency call and requires the finalist to maintain peace officer certification in WA 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 or obtain a valid Washington Driver's License. Candidates that have been out of Law Enforcement for longer than 24 months are not eligible to apply for this position.



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COMPENSATION AND BENEFITS

The City of Poulsbo has established an annual salary range of \$137,503 - \$159,404 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 \$1665.87 per month. The employee's cost is \$81.34 per month for full family coverage. 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 eleven paid holidays per year, 200 hours 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 6% maximum. The Deputy Chief is an FLSA exempt position and is a member of the Law Enforcement Officers and Fire Fighters Retirement System (LEOFF).

APPLICATION INSTRUCTIONS

All applicants must submit an application packet including a resume (three pages maximum) and 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: Rachel Harwood at rharwood@waspc.org. All packets are due by 5:00 pm on Monday, April 22nd.

Questions can be addressed to Bryan Jeter, WASPC Executive Recruitment Coordinator at bjeter@waspc.org.

RECRUITMENT SCHEDULE

March 22 – Applicant Period Opens

April 22 – Applicant Period Closes

May 16 – Candidate Interviews



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