



*Applications are being accepted for the position of*

# POLICE CAPTAIN



Apply by 5:00 p.m. - April 30, 2014

# The Community of West Richland

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West Richland is a fast-growing city with over 13,080 residents located in the southeastern part of Washington State along the Yakima River. Residents of West Richland enjoy the region's recreational activities with our moderate winter climate and more than 300 days of sunshine each year. The City serves as a dual gateway between the urbanized Tri-Cities metro area (Kennewick, Richland & Pasco) to the east and the world acclaimed wineries of the Red Mountain Appellation to the west. West Richland offers small town charm with full service urban amenities.



The City of West Richland is a successful and vibrant community that provides a solid foundation for exceptional neighborhoods, excellent educational opportunities and prosperous businesses. The City's commitment to excellence enhances the distinctive and superior quality of life enjoyed by its business owners and residents.

The Richland School District prides itself on providing high-quality educational programs and is consistently recognized for exceptional test scores and active community support. Higher educational opportunities are available; West Richland is located near Washington State University – Tri-Cities and Columbia Basin Community College.

West Richland is fortunate to have active citizens and a strong chamber of commerce. The hard work, discipline and expertise contributed by those on the City's boards, commissions, and other committees help focus West Richland's vision to "grow in a balanced way to produce a safe, inviting community, having good residential and recreational alternatives and a healthy economic base."

## The City

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The City of West Richland is governed by a strong-mayor form of government with a seven member City Council each elected to four-year overlapping terms. The Mayor serves the role of Chief Executive Officer for the City, implementing policy from the City Council.

The City of West Richland is a full-service city that provides a multitude of municipal services to its citizens.

City departments include: Public Works, Community Development, Finance and Police. Fire protection and ambulance services are provided by Benton County Fire District #4.

The City employs 54 FTE's and has an adopted 2013-2014 Biennial Budget of \$44.1 million. West Richland has a very experienced and talented group of directors and a dedicated, motivated, hardworking group of employees.



## West Richland Police Department

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The West Richland Police Department is a progressive law enforcement agency which is poised for future growth with the surrounding community. The police services provided to West Richland incorporate a proactive approach of enforcing laws and interdicting criminal activity, as well as partnering with local residents, businesses and community groups to effect a positive change to the safety and security of the community members and visitors. Currently the WRPD participates in the METRO Drug Task Force, Traffic safety emphasis programs and has one assigned detective. In addition to full time police officers there are full time support staff and a volunteer force which includes an active Reserve Officer Program. The WRPD provides 24/7 coverage to an area exceeding 22.7 square miles. Future plans include continued collaboration with our regional partners, expanded community outreach as well as expanded programs within the department.

## The Ideal Candidate

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West Richland is a community with high expectations and standards for excellence. The Mayor and City Council, as representatives of the community, along with the Police Chief, share these standards and strive for a city government that is transparent, customer service oriented and able to communicate issues in a clear, professional and understandable manner. The ideal applicant will have a history of progressive thinking, problem solving and accomplishments throughout their law and justice career.

## The Position and Expectations

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The position of Police Captain is a non-union, non-civil service and classified FLSA exempt.

The Police Captain position works directly with the Chief of Police and functions as the second in command in the Police Department. The Police Captain is responsible for commanding the Police Department in the absence of the Chief. The position is an advanced

management, administrative exempt position which requires the ability to direct the activities of all the divisions of the Police Department, inclusive of administrative services, patrol operations and investigations.

**Duties and Responsibilities:**

General: The Police Captain is expected to maintain consistent attention and commitment to the Department's mission and vision and to abide by the department's guiding principles. All duties and tasks assigned by the Police Chief are expected to be performed in an efficient, effective and safe manner while ensuring the integrity and privacy of all the Department's confidential, personnel, financial, proprietary communications, data and documentation. The person in the position of Police Captain must accept the responsibility to support the Department's mission and comply with Department directives.

Personal Conduct: While On duty and while off duty, the Police Captain's personal conduct and behavior must be such that it does not bring disrepute or endanger the public trust or confidence in the Department or its members. This position requires a high level of problem-solving and strategic ability, personal and professional initiative, interpersonal skills, office management and administrative skills, leadership and supervisory skills, positive written and oral communication abilities, and the ability to maintain strict confidentiality.

**Essential Duties and Responsibilities** include the following. All of the following are to be performed while adhering to City of West Richland and West Richland Police Department policies and procedures. Other duties may be assigned.

- Provides confidential and administrative support to the Chief of Police.
- Provides professional, strategic and confidential advice to the Chief of Police regarding labor matters, strategies and personnel matters,
- Provides leadership and advice to supervised staff.
- Supervises union and non-union personnel in the implementation of plans, policies and best practices.
- Provide direct supervision of Patrol Sergeants and the Detective Division; provide supervision of Police Officers when directed by the Chief.
- Conduct Performance Reviews and Annual Evaluations of Patrol Sergeants, Detectives. Also, when directed by the Chief, conduct performance reviews and annual evaluations of Police Officers.
- Coordinates and conducts confidential Internal Affairs Investigations, investigates allegations of harassment, misconduct, and other confidential personnel matters involving union and non-union staff.
- Supervises union personnel inclusive of approving and disapproving overtime, compensatory time, leave requests, hours of work, work priorities and other managerial activities. Assists in media relations, whether written (newspaper), verbal (television) or community outreach (oral presentation, speech).

- Provides / supports ongoing review of Department programs, services for operational effectiveness, efficiency and adherence to Department Policies, mission focus and Department goals.
- Plans and studies work problems and procedures, such as: Department organization effectiveness, communications, information flow, inventory control, cost controls and fiscal management. Assists the Chief, as directed by the Chief, in administering the Department budget for compliance with budgetary provisions and priorities; assists the Chief in preliminary and confidential forecasting of funds needed for future staffing, equipment, materials and supplies; assists in monitoring and approving expenditures.
- Interprets policies, procedure, and administrative rules and regulations applicable to union and non-union staff; investigates complaints and problems and recommends corrective action to resolve complaints or problems.
- Participates in highly confidential, politically sensitive, and attorney-client privileged discussions and decisions.
- Works, as directed by the Chief, on collective bargaining proposals and contract language, assists in preparing counter-proposals, and actively contributes in formulating labor policy.
- Serves as a member of the management bargaining team for labor negotiations with the police officers labor organization.
- Assists in the preparation and monitoring of confidential budget documentation including, but not limited to, preliminary budget proposals, grant proposals, service projections, preliminary and confidential forecasting of funds needed for future programs and future staffing / service projections to be reviewed by the Chief of Police, the Executive Staff of the City, the Mayor and the City council.
- Has continual and ongoing interaction with Federal, State, and Local law enforcement entities and civic organizations.
- Assists in the development of short and long range plans of the Department.
- 24-hour on-call responsibilities

**Other Duties:**

- Attends meetings as assigned
- Attends and conducts regular staff meetings
- Approves / prepares confidential as well as administrative reports
- Assists in the hiring and recommends disciplinary process
- Performs regular police officer duties as needed

**Other Skills and Abilities**

1. Must be able to develop and write oral presentations and speeches and effectively deliver this material to a variety of audiences, ranging from law enforcement organizations, colleges or other educational groups and civic / public groups.
2. Must have thorough experience in police work, including considerable experience in supervisory and management activities and capacities.
3. Must have a good working knowledge of office technology including computers,

office machines, copiers, email, presentation software (e.g., Power Point), data base software, and computers in general.

4. Must have a thorough knowledge of Federal, State, and Local laws and court rulings.
5. Must have knowledge of supervisory principles and practices and the ability to implement performance plans and programs which coach, counsel and mentor subordinate employees.
6. Must have knowledge of various theory, principles and practices which effectuate efficient effective application of police services.
7. Must have ability to effectively communicate and evaluate written and oral communication.
8. Must have ability to manage project process and complete assignments in a timely manner without undue reliance on working outside normal business hours.
9. Must have ability to complete projects on time and within budgetary limitations.

### **Supervisory Responsibilities**

The Police Captain exercises direct supervision over union and non-union staff within the Police Department as assigned by the Chief. Supervision includes Patrol Sergeants, Detectives, Police Officers, Administrative Personnel, and volunteer personnel.

The Police Captain reports directly to and receives direction directly from the Chief of Police.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Must have a four year college degree (Bachelor's Degree) or a favorable amount of training, education and experience in lieu of degree.

Must meet all entry level / lateral qualifications for police officer with the West Richland Police Department.

Must have current police officer certification with the WSCJTC or be qualified to receive certification and have served as a full time general authority police officer within twenty four months.

Must have held the position of Sergeant or higher rank with a municipal, state or federal law enforcement agency for a minimum of two years.

Must have minimum of eight (8) years law enforcement experience.

## **Certificates, Licenses, Registrations**

Must have current police officer certification with the WSCJTC or be qualified to receive certification.

Must have 1<sup>st</sup> level supervisor certification from WSCJTC or equivalent from another state.

Must pass an extensive background investigation which will include a criminal history records check, fingerprint check, interviews, reference check, review of prior performance evaluations, polygraph exam and medical screen.

Must be free from disqualifying criminal history, disqualifying conduct, activity or associations.

Must be able to pass physical needs requirements related to job of police officer.

Must pass a psychological examination.

## **Compensation and Benefits**

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This is a full-time, exempt position with outstanding benefits.

- Salary range is \$6,000 to \$9,000 per month depending on qualifications. The anticipated hiring range is \$6,000 to \$7,500 per month.
- Medical insurance – 85% employer-paid premiums for employee, spouse, dependents and/or domestic partner.
- Dental insurance – 100% employer-paid premiums for employee, spouse, dependents and/or domestic partner.
- Vision insurance – 100% employer-paid premiums for employee, spouse, dependents and/or domestic partner.
- Voluntary Flexible Spending Account (FSA).
- Employee Assistance Program.
- Life Insurance – employer paid premiums for \$10,000 plan, and optional additional coverage.
- Long Term Disability Insurance – employer paid premiums for employee only.
- Annual “Wellness Day” incentive program.
- State of Washington Retirement System (LEOFF).
- Voluntary Deferred Compensation – 457 Plan.
- 10 paid holidays plus one floating holiday per year.
- Sick leave accrues at 8 hours per month.
- Vacation leave is based on years of service, beginning at 15 days per year for this position

# How to Apply

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To be considered for this position, candidates must submit an original City of West Richland Police application form, Resume and Cover Letter. Those that most satisfactorily meet the requirements will be tested and/or interviewed. Reference checks will be made prior to an offer of employment.

Application packets can be sent by mail or submitted in person to the following address.

City of West Richland  
Attention: Human Resources Specialist  
3801 W. Van Giesen  
West Richland WA 99353

Applications can also be picked up at the address above, or from the Police Department, 3805. Van Giesen, or downloaded from our website [www.westrichland.org](http://www.westrichland.org).

**APPLICATION DEADLINE: April 30, 2014 at 5:00 p.m.**

The City of West Richland has a policy prohibiting smoking in the workplace.  
We are an Equal Opportunity Employer.