



POLICE CHIEF

\$120,000 - \$145,128

Plus Excellent Benefits

Apply by

May 15, 2016

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just east of Everett and north of Seattle, Lake Stevens enjoys numerous advantages and the convenience of being near several major metropolitan centers while maintaining the livability of a small

town. Lake Stevens is one of the most beautiful areas in the Pacific Northwest and offers a unique combination of high quality lifestyle with easy access to a wide variety of educational, cultural, and recreational opportunities.

If you are looking for an opportunity to make a difference in a beautiful and stable community surrounded by the best the Pacific Northwest has to offer, this is the position for you!



THE COMMUNITY

Located in Snohomish County, with a population of 29,900, Lake Stevens is 38 miles northeast of Seattle and eight miles east of Everett, Washington, along the I-5 corridor. The city is centered on a 1,040 acre natural lake with eight miles of shoreline, which allows residents to enjoy many recreational activities, including fishing, water-skiing, sailing, sail-boarding, canoeing and swimming on the lake. Lake Stevens is also strategically located, offering easy access to big urban areas that provide excellent shopping and cultural opportunities, while still providing quiet, low-crime, small town living. Surrounded by views of the nearby Cas-

cade Mountains and the abundant greenery of local parks and lakeside residential lots, the City of Lake Stevens is an excellent location to raise a family and call home.

From the 1920's to the 1950's, Lake Stevens was primarily a resort community, with many public and private resort beaches scattered around the shore. In 1960, Lake Stevens incorporated as a city with a population of 900. Soon, its popularity and natural beauty, combined with changing commuter habits, attracted more and more residents, changing its character to that of a suburban community. By 2000, the city had grown to a population of 6,361 in approximately 1.8 square miles. The lake remains the focal point of the greater Lake Stevens community for recreation and as a symbol of the need to provide for a sustainable existence that will protect the natural environment.

THE CITY

The City of Lake Stevens operates under the Mayor/Council form of government. The voters elect seven part-time City Council members, in a non-partisan election, to serve four-year terms. The Mayor hires a City Administrator to carry out city policies, administer the city's laws, and oversee department directors and city staff. The Mayor and Council establish priorities for the City Administrator through adoption of the annual budget and strategic objectives designed to help achieve the city's mission.

Services provided by the city include Police, Public Works (including Street, Storm Water Maintenance and Parks Maintenance), Planning, and Building. Lake Stevens has a 2016 total budget of \$20,157,422, including the general fund budget of \$9,794,572, and employs 63 FTE's.

THE POLICE DEPARTMENT

Mission

The department believes that preserving life, ensuring justice and guarding democracy are vital to a safe, healthy, and prosperous community.

Vision

The Lake Stevens Police Department is dedicated to those we serve, sensitive to their needs, and accountable to the community's expectations.

The Lake Stevens Police Department is responsible for providing law enforcement coverage 24 hours per day, seven days a week, and includes a patrol unit, investigation unit, records and evidence section, and a marine unit. LSPD is divided into three Divisions: Administration, Operations, and Special Services.

The Police Department operates with a budget of \$5,970,983 and is staffed by 37 FTE's, including 30 Commissioned Officers, 7 Limited Commissioned/Civilian Employees, and 1 Volunteer. The Department continually strives to be a leader in law enforcement by providing continuous and innovative improvement in service to the community through building partnerships, and by valuing their members. Internally, the department values its integrity, honor, and service, aiming to keep the trust of the community by maintaining the highest ethical standards both professionally, and in their private lives.



THE POSITION

Working under the general supervision of the City Administrator, Lake Stevens' Police Chief provides leadership in community safety through planning, directing, managing and overseeing the activities and operations of the Police Department. In addition, the Chief provides highly responsible and complex administrative support to the City Administrator involving coordination of assigned administrative duties with other City departments and outside agencies, as well as public relations activities with the community.

The Chief exercises direct or indirect supervision over all sworn and civilian Police Department staff. Work is performed under general administrative direction with initiative, discretion, and independ-

ent judgment in the performance of duties based on extensive knowledge of City policies, procedures and operations.



Other responsibilities include:

- Assumes full management responsibility for all Police Department services and activities including patrol, investigation, and support services; recommends and administers policies and procedures.
- Manages the development and implementation of Police Department goals, objectives, policies and priorities for each assigned service area.
- Establishes within City policy appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates through subordinate level managers, the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Establishes internal reporting relationships; administrative and support systems; identifies opportunities for improvements; directs and implements changes.
- Oversees the selection, training and evaluation of staff; provides staff training; works with staff to correct deficiencies; implements corrective action, discipline and termination procedures.
- Supports the Civil Service Secretary/Chief Examiner in the operation of the City's Civil Service program(s).
- Oversees and participates in the development of the department's budget including approval of the forecast of funds for staffing, equipment, materials, and supplies; delegates' authority for

expenditure of funds and budgetary adjustments as appropriate and necessary.

- Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Represents the department to other City departments, elected officials, outside agencies and the community; coordinates activities with others.
- Participates on and provides staff support to a variety of boards, commissions and committees; prepares and presents staff reports and other correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; encourages staff to do so as well.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Serve as a confidential employee, including advising the City Administrator on union negotiation methods and strategies, and if so directed, share responsibility for negotiating collective bargaining agreement with the union representing Police Department employees.
- Analyze crime trends, juvenile delinquency, traffic conditions, vice and narcotic condition, and other related police problems; determine appropriate actions to take and implement programs.
- Works with the City's Finance Department in the identification, development and administration of appropriate private, state, and federal grants for the Police department.
- Coordinate and/or assist other local law enforcement agencies when appropriate.
- Attend conferences, seminars and related meetings to keep abreast of modern police department methods

OPPORTUNITIES & CHALLENGES

Developing the Department

The Department is in the process of recruiting 4 potential Police Officers, and will soon recruit for one vacant Lieutenant's position. The new Chief will fill this position, either internally or from external candidates. The new Chief will also have the opportunity to further develop staff through solid mentorship and training programs.

Policing Large Events

The City of Lake Stevens hosts "Aqua Fest". This is a multi-day festival that draws roughly 30,000

people each year. The new Chief must have knowledge pertaining to policing large events.

City Expansion

The City is planning to expand from its current population of approximately 30,000 to more than 50,000 in approximately 10 years. There is support to grow the size of the Department as the City grows, including plans to build a new police facility.

Developing Marine Enforcement Unit

This LSPD has its own unique Marine Enforcement Unit for Lake Stevens. While not accredited, the Department is approximately six months to a year of attaining accreditation. The new Chief will be expected to move this process forward.

New Police Facility

The City will be constructing a new Police Department facility. The new Police Chief will have the opportunity to be involved in the design and construction of the new facility.



IDEAL CANDIDATE PROFILE

Lake Stevens is seeking a strong leader who possesses the skill set to build a top of the line Police Department that is highly respected in the community through positive motivation and recognizing employees for good service. The Police Chief is the face of policing and safety in the community and must embrace and exemplify a community oriented policing philosophy. The community desires a Chief who will be highly visible and involved in community organizations. The ideal candidate will need to reach out to various groups and demonstrate the need and expectation of this approach to all members of the Police Department.

The City is looking for a highly ethical, principled, and accountable law enforcement professional who has demonstrated leadership and management skills. He or she must have a successful law enforcement career, including comprehensive technical knowledge of modern practices and proven techniques of police management. The ideal candidate will be a chief with a strong command presence who can reinstate leadership and confidence into the Department. He or she will need to hold officers accountable, yet also be a consensus builder who creates a positive work environment. The new chief must be confident, yet approachable to staff and co-workers.

The new chief will be a member of a dynamic management team and must work collaboratively with other team members. He or she must be a team player who can work well with the City Administrator and other department directors. Good listening skills and the ability to communicate to a wide variety of audiences is required. Previous experience of collective bargaining processes, and an understanding of accreditation standards is required.

EXPERIENCE & EDUCATION

Graduation from an accredited college or university with a four-year degree in a law enforcement related field. A master's degree and advanced training through the FBI National Academy, the Senior Management Institute for Policing, or a related course of instruction is preferred.

A minimum twelve (12) years of law enforcement experience with a minimum of three (3) to five (5) years of law enforcement management and

supervisory experience is required; Experience as a Chief is preferred. Other qualifying experience which provides an equivalent balance of the necessary knowledge, skills, and abilities to meet the job requirements will be evaluated that may substitute for the required education and experience listed above.

First Aid/CPR Certification, and Washington State Criminal Justice Training Commission Basic Academy certification or achievement of equivalency within 12 months of hire is required, along with possession of a valid Washington State driver's license at the time of appointment (or ability to obtain one within 30 days) and a driving record acceptable to the City.

COMPENSATION & BENEFITS

- **\$120,000 - \$145,128 DOQ**
- 100% Medical, Dental, & Vision for employee
- 90% Medical, Dental, & Vision for dependents
- State Retirement
- Two 457 deferred compensation plans
- Paid Vacation Leave
- Paid Sick Leave
- Paid Holidays



www.ci.lake-stevens.wa.us

The City of Lake Stevens is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 15, 2016** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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