

# CITY OF PACIFIC CHIEF OF POLICE

RECRUITMENT ANNOUNCEMENT



*The City of Pacific, Washington seeks a dynamic, seasoned executive to lead its Police Department. This is an exciting law enforcement opportunity to work in a progressive, growing and effective organization and community.*

**\$135,000 - \$155,000**

Plus Excellent Benefits Package



**Michael Painter**, Director of Professional Services  
Washington Association of Sheriffs and Police Chiefs  
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WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS  
*Serving the Law Enforcement Community and the Citizens of Washington Since 1963*

# POLICE DEPARTMENT

The City of Pacific Police Department has 14 members and an annual budget of \$2,430,000. The department is headed by the Chief of Police. Team members are a lieutenant, two sergeants, one detective, seven officers, one police specialist/evidence technician, and one .5 FTE police specialist.

- The Chief of Police is responsible for all police operations as well as being the city's Emergency Management Director.
- The lieutenant is responsible for supervising the day to day operations.
- The detective is responsible for the investigation of high profile crimes and other crimes as assigned. The detective is responsible for maintaining the sex offender registry (Sex offenders residing in the City of Pacific).
- The police specialist/evidence technician maintains the police department's records, evidence, and manages other administrative duties as needed.

The City of Pacific Police Department responds to approximately 6,000 calls for services each year and our community does not experience a high rate of violent crimes. The Department is committed to developing and supporting a team of professionals who consistently seek and implement innovative policing strategies to promote, preserve, and deliver high quality services to enhance the safety in our community. To support our mission, we work in strong partnerships with our residents and businesses.

The City of Pacific Police Department is a member of the Coalition of Small Police Agencies in King County (CSPA). As a participant, the department has assigned personnel that are members of the Coalition's Major Crime Task Force (MCTF). A variety of training days are scheduled annually through the Coalition providing officers important training opportunities. Examples are Emergency Vehicle Operating Course (EVOC), investigative skills training for MCTF members, Leadership, Cultural awareness, and other law enforcement specific training. The Coalition consists of 12 small city police agencies throughout King and Pierce Counties. In total these agencies employ approximately 150 commissioned officers serving a combined population of over 66,000 residents.

Our Department also has opportunities for officers to serve as instructors in defensive tactics, Taser, emergency vehicle operation, firearms, less lethal weapons, and more. We recently implemented an unmanned aircraft program and have one officer trained as a remote pilot.



## Mission Statement

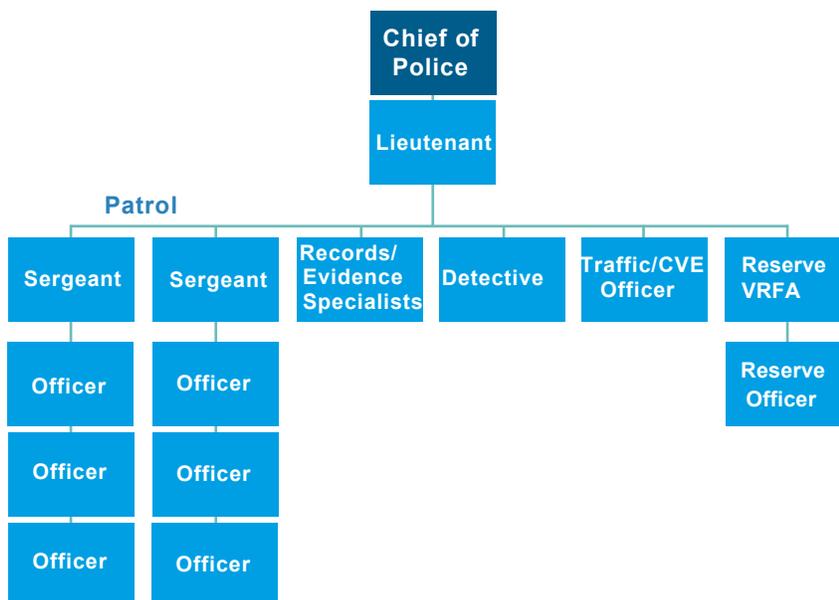
The Mission of the Pacific Police Department is to make the City of Pacific a safe place to live, work, and play.

## Vision Statement

Our vision is to be recognized as the standard of excellence in small-city policing.

- Internally, every employee will believe that the Pacific Police Department is a great place to work.

- Externally, our community will believe the department is a proactive, progressive, and professional organization committed to making our city a safe place to live, work, and play.



# COMMUNITY PROFILE

The City of Pacific is a 2.4 square mile town, incorporated in 1909 that is home to 7,178 residents. The city is host to ALPAC elementary school and library. The City of Pacific is a business friendly community that has an excellent mix of light industrial, warehouses, (including a large UPS distribution center), and retail with significant growth in our retail sector over the last several years. The majority of business activity is in the southern part of town with residential neighborhoods primarily located in the north part of our city where there are also multiple restaurants, and a hotel. The City of Pacific is conveniently located between Seattle and Tacoma and borders major highways such as Highway 167, 18, and is near Interstate 5, 405, and 90. With the white river running through the east end of town and Mount Rainier as it's backdrop, the City of Pacific has maintained a small town community feel. This feeling is evidenced by the many activities hosted by the city year round including Pacific Days, Kid's Bike rodeos, Community Christmas events, and many others.

## GOVERNMENT

The city is served by a Mayor/Council form of Government. The Mayor is elected by the people to a four-year term, is the Chief Executive Officer of the city, and is responsible for coordinating and overseeing day to day activities. The council is comprised of seven (7) members who each serve four-year terms.



### *Mayor Signs Domestic Violence Awareness Proclamation*

**I am looking for a Chief of Police that is community oriented. Public safety is paramount in our community. The person I want in the executive role in the police department is someone who values the integrity and professionalism of wearing a badge. This person would lead by example not only in the department, but in the community as well. This person would understand the challenges of a Chief of Police in a small community, both politically and financially. I would like a Chief of Police who is forward thinking and innovative. Someone whose leadership style encourages their team to be the best they can be.**

***Mayor Leanne Guier***

## City of Pacific Facts

Total Households .....	2,355
Median Household Income .....	\$60,000
Square Miles .....	2.43
Median Age .....	33
City Parks .....	15
Schools .....	1 (Elementary)



## WHY CITY OF PACIFIC

The City of Pacific is located midway between Seattle and Tacoma along multiple major transportation routes including Interstate 5, 405, 90 and State highway 410, 167 and others. This makes us a short drive from Seattle and Tacoma's restaurant, nightlife, sports and other venues. It is convenient to National Parks including Mount Rainier, Mount St. Helens, and others. We are approximately 1 hour from Snoqualmie, Ski Acres, and Hyak, ski areas and close to White pass and Mission Ridge. The White river flows through the east end of Pacific and we are near the Puyallup river, Puget Sound, and a host of lakes for fishing and other water sports. The City of Pacific is perfectly located in the center of what makes the northwest one of the best places in the world to live and work.

# CANDIDATE PROFILE

*Hands-on leadership,  
integrity, and  
accountability.*



For this key position, the City of Pacific is seeking a skilled leader with excellent oral and written communication skills who is comfortable speaking to various groups, elected officials, neighborhood / community groups, and the media. The candidate must be familiar with the operational and policy issues associated with a small law enforcement agency. Experience working in the Northwest or similar labor climate is preferred.

The City of Pacific Police Department has an excellent relationship with the local community. The successful candidate must actively maintain and further develop these positive relationships, have a can-do attitude, an appropriate sense of humor, and be approachable.

## THE IDEAL CANDIDATE

Will have experience and demonstrated success in the following areas:

- Contemporary policing and staffing methods.
- Providing high-level management to the Department.
- Providing Regular, inclusive communication to all department members.
- Showing support for all employees and other city staff.
- Team building and employee development.
- Hands on leadership, integrity, and accountability.
- Commitment to innovative policing practices.
- Building a functional and cohesive team with measurable outcomes that align with the City of Pacific's values.
- Ability to make timely decisions.
- Skill in delegating assignments and maintaining accountability across the organization.



## MINIMUM QUALIFICATIONS

Combination of education and experience demonstrating knowledge, skills, and abilities equivalent to:

- A Bachelor's degree in law enforcement, public administration, or a related field.
- A minimum of five years of command or management level experience in a police department. Candidates who have been separated from commissioned law enforcement activities for two years or longer will not be considered for this position
- Must meet all requirements of RCW 43.101.095, Washington State Peace Officer Certification, and obtain certification within 6 months of employment.
- Possess a Washington State Driver's license.
- Must meet eligibility requirements to hold the position of Police Chief (RCW 35.21.333).
- All candidates will be subject to a comprehensive background investigation (which includes but is not limited to: driving record, credit history, conviction/arrest record, reference checks, drug history), a polygraph examination, a psychological examination, and a pre-employment medical test for the ability to perform the essential functions of the position.

## PREFERRED QUALIFICATIONS

- A Graduate Degree from an accredited university in a field related to law enforcement
- Completion of advanced relevant police management training such as the FBI National Academy, the Senior Management Institute (SMIP), the Northwest School of Police and Command, or other relevant classes.
- Ten years of law enforcement command and supervisory experience that support the duties of the position

# DUTIES WILL INCLUDE



## HUMAN RESOURCES MANAGEMENT

- In support of the Mayor, manage all personnel issues, including appointments, promotions, discipline, and assignments.
- Supervise all police operations.
- Ensure staff have the necessary training and resources to complete the job.
- Evaluate the job performance of staff and ensure that team members take responsibility for accomplishment of goals.
- Work with collective bargaining unit to advance department goals and resolve issues.
- Support employees through the use of commendations and recognition.

## DEPARTMENT MANAGEMENT

- Manage all personnel and programs of the police department.
- Evaluate the effectiveness and facilitate the attainment of department goals.
- Direct the development and implementation of policies and procedures.
- Establish and modify the organizational structure as needed.
- Ensure departmental responses are within policy.
- Make decisions that affect the direction, outcome, and mission of the department.

## INTER-AGENCY AND COMMUNITY MANAGEMENT

- Establish and maintain effective channels of communication with citizens, neighboring agencies, and city personnel.
- Participate in meetings with regional partners, planning bodies, and community groups.
- Represent the best of the City of Pacific when addressing the media, legislative bodies, or at other events.

## PLANNING

- Prepare short-term and long-term plans for the department, including budget, staffing/personnel, equipment, facilities, strategic and tactical plans.

## ADMINISTRATIVE DUTIES

- Meet with employees to provide direction on programs, policies, and procedures.
- Assign staff projects then coach, mentor, and assist to ensure successful completion.
- Review staff recommendations and implement new or revised policies and procedures.
- Review and analyze administrative records, special projects, statistical reports, trends and patterns.
- Use administrative office equipment to communicate including phones, email, and radios.

# COMPENSATION

The City of Pacific has established a salary range of \$135,000 - \$155,000 for this position DOQ. Compensation includes Medical, dental, and vision insurance (covered at 100% for the Chief and 50% for dependents). The Chief of Police is an FLSA exempt position. The City of Pacific is a member of the State Law Enforcement Officers & Fire Fighters Retirement System (LEOFF II) and contributes to social security for the police chief position.

## OTHER BENEFIT

- 12 Holidays per year
- 12 Management days per year
- 12 Vacation days per year
- 12 sick days per year
- A long-term disability plan

The Chief of Police is eligible to participate in the Washington State Deferred Compensation Program.



# APPLICATION PROCESS

## TO APPLY FOR THIS POSITION, PLEASE SUBMIT:

- A resume (three-page maximum).
- Your responses to the supplemental questions below (one-page maximum, per question).
- A detailed cover letter (two-page maximum) describing your experience, leadership style, and why you are interested in the position.

You must submit your packet (electronic packets preferred) to:

Attention: Cynthia West

City of Pacific Police Chief's Application Materials

Mailing address: Washington Association of Sheriffs and Police Chiefs

3060 Willamette Drive N.E., Lacey, Washington 98516

Email: [cwest@waspc.org](mailto:cwest@waspc.org)

All packets are due by 8:00 a.m. on Monday, September 13, 2021.

**Questions please contact:** Michael Painter, Director of Professional Services Washington Association of Sheriffs and Police Chiefs Phone: (360) 292-7959 Email: [mpainter@waspc.org](mailto:mpainter@waspc.org)



## RECRUITMENT SCHEDULE

Position Opens:	August 10
First Review of Applicants:	September 14
Interview of Final Candidates:	Week of September 28
Candidate Selection:	October 12



## SUPPLEMENTAL QUESTIONS

Responses to supplemental questions should be no more than one page per question. Please use 1" margins and no smaller than 12 point font.

1. The City of Pacific is a community that wants a Police Chief who is very much a part of the community. Describe your experience with community engagement and what steps will you take in the first 90 days to become part of the City of Pacific Community.
2. Describe your experience with advancing a new vision in a police organization that involved managing change. Explain challenges that you encountered, how you navigated them, and what lessons you learned that you might apply in the City of Pacific.

Please DO NOT contact the agency directly. All inquiries should be DIRECTED TO Michael Painter at the Washington Association of Sheriffs and Police Chiefs.

