



Recruitment Announcement:
DEPUTY CHIEF OF POLICE

\$130,176 - \$161,419 DOQ



Application cover letter and resume
due by 5 p.m. on November 21, 2025



PTPD Mission Statement:

To work in partnership with our community to provide a safe and compassionate environment while reducing crime and the fear of crime.

The City of Port Townsend is seeking applications for the position of Deputy Chief of Police. The successful candidate will have a proven record of integrity, strong leadership, and management, community outreach, and interpersonal skills to drive the Port Townsend Police Department forward along the path of progressive and compassionate police services.

COMMUNITY PROFILE

Port Townsend is a charming Victorian seaport and arts community on the Olympic Peninsula, located approximately 2 hours from Seattle. Founded in 1851, the city has maintained its historic character while embracing a creative culture. The town's 10,580 residents and visitors enjoy spectacular views and access to the water and mountains. Port Townsend's natural beauty and access to nearby Fort Worden State Park and Conference Center, Olympic National Park, beaches, and rainforests attract over a million visitors each year. Residents of Port Townsend are active and engaged in civic life. The city hosts nearly 60 special events a year including the Port Townsend Film Festival and the Wooden Boat Festival.



CITY GOVERNMENT

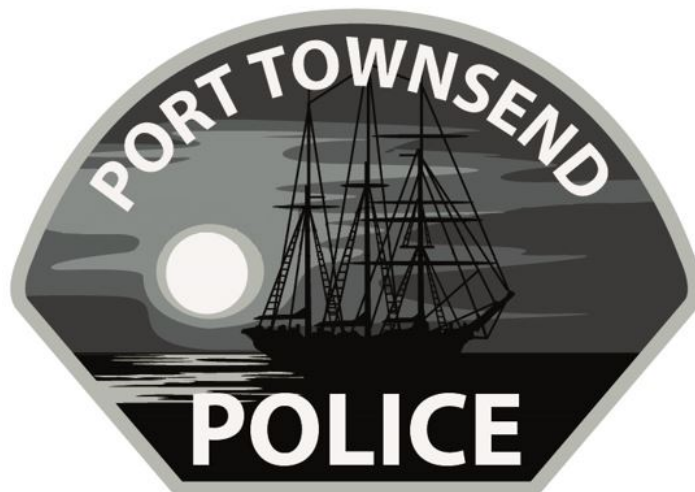
The City of Port Townsend is a full-service municipal government in the Council-Manager form. The Council members are elected officials and serve four-year terms. The Mayor and Deputy Mayor are elected by the Council and serve two-year terms. The City Manager serves as the Chief Administrative Officer for the City and is responsible for the operations and management of all City operating departments. City departments include Legal, Police, Public Works, Finance & Technology Services, Community Services, Planning and Community Development, and Human Resources. The City provides a full range of municipal services, except for fire and judicial services, employs over 100 people in seven departments, and has a total annual budget of \$69.5 million.

PORT TOWNSEND POLICE DEPARTMENT

The Port Townsend Police Department is a full-service police organization with 21 FTEs and an annual budget of approximately \$4.5 million. The core values of the Police Department are based on community-oriented policing. Public safety, community involvement, and customer service are priorities of the department. It is an innovative department utilizing advanced technologies and partnering with regional resources to provide the best possible level of service. The Department is heavily invested in the community. The largest complement of officers is assigned to the Patrol Operations. Other specialized units and positions include Investigations, School Liaison Officer, Community Resource Officer, Police Navigator, and Records Management.

POSITION PROFILE

The Deputy Chief reports to the Chief of Police and is responsible for the management of operations as well as other assigned duties. Those duties may include patrol operations, criminal investigations, training, community policing initiatives, policy, and procedure development, special event planning, patrol scheduling, budget preparation, coordination of hiring, evaluations of personnel performance, records, oversight, emergency management, and complaint investigations. The Deputy Chief will oversee, actively mentor, and train supervisors and future leaders within the Department.



WHAT WE ARE LOOKING FOR

The Port Townsend Police Department is seeking a strong, decisive individual who demonstrates a clear command presence, balanced with well-developed interpersonal skills. Given the unique nature of the department, the Deputy Chief of Police must place a high premium on customer service. The successful candidate will lead by example, setting a tone of honest, ethical behavior, and demonstrating integrity beyond reproach. The Port Townsend Police Department plays an integral role in the daily operations of the City of Port Townsend. The Deputy Chief must be a big picture decision-maker and consensus builder who can easily and comfortably interact with a variety of constituencies and partner agencies. The Deputy Chief must be able to function effectively in a very public role within the broader framework of a multi-faceted community environment. They must be able to quickly identify the appropriate opportunities to provide input from their perspective as the department's representative and be able to articulate their points concisely and efficiently.

The Deputy Chief must be a good listener, skilled communicator, and team builder. They will represent the department on a variety of external panels and coalitions. The Deputy Chief must be a proactive and energetic participant in these endeavors, and provide strategic input from the department's perspective, as well as from the City's broader perspective. The successful candidate will be a highly skilled leader, mentor, and manager of people, who understands the characteristics of followership and whose personal goals are in line with the department's mission, vision, and values.

As one of the senior leaders within the department, they will partner with the Chief of Police in driving change and continuous improvement. They must have the ability to identify and analyze issues, prioritize tasks, and develop alternative solutions, as well as evaluate courses of action and reach logical conclusions. The Deputy Chief must be able to handle personnel issues in a timely, fair, and consistent manner and generate a feeling of inclusiveness and genuine respect for others throughout the department. The Deputy Chief will work continuously with the Chief and leadership team to address the public's expectations for police reform and the community's concerns about crime.

EDUCATION AND EXPERIENCE

- Ten (10) years of progressively responsible law enforcement experience with a minimum of three (3) years of law enforcement supervision at the level of a sergeant or higher with a general, full-authority police agency (e.g., a patrol-based city police, county sheriff, or state police). Experience in patrol operations, traffic management, criminal procedure, community policing, and incident command is required.

Applicants who have been out of law enforcement for two years or more will not be considered.

- A bachelor's degree in criminal justice, public administration, or a related field is required. (An associate degree is acceptable at the time of hire if actively pursuing a bachelor's degree).
- Experience in serving/collaborating with the military, other local organizations, and working in cooperation with local, state, and federal partners.

LICENSING AND CERTIFICATIONS

- Must meet the requirements of RCW 43.101.095, Peace Officer Certification.
- Successful completion of a comprehensive background investigation, polygraph examination, psychological evaluation, medical examination, and drug screen.
- Possession of, or the ability to obtain within 30 days of hire, a valid WA driver's license and ability to maintain a driving record acceptable to the City's insurance authority.
- Ability to qualify with assigned department weapons and maintain any professional certifications.
- Must attain all executive certifications as required by WSCJTC and/or the Chief.



COMPENSATION & BENEFITS

Salary will be commensurate with experience, within the range of \$130,176 to \$161,419 annually, with a comprehensive benefits package that includes:

- WA State LEOFF retirement & optional 457 Deferred Comp
- Medical, dental, vision, flexible spending account
- Life, AD&D, long-term care, & long-term disability insurance
- Sick leave (earns 1 day per month)
- Vacation (graduated accrual schedule starts at 8 hours per month, starting balance negotiable)
- 12 paid holidays plus two floating holidays
- Up to 5 days of bereavement leave, if applicable
- Up to four weeks jury duty pay during service
- Employee Assistance Program (EAP)



APPLICATION PROCESS & DEADLINE

The Washington Association of Sheriffs and Police Chiefs is assisting the City of Port Townsend in the recruitment process. Applicants must submit a resume and a detailed cover letter that describes their experience; leadership style; the knowledge, skills, and abilities that uniquely qualify them for this position; and why they are interested in the position. Submissions are due by **5:00 PM on Friday, November 21, 2025** to be considered as part of the first review of candidates.

Resumes and cover letters must be submitted electronically to the Washington Association of Sheriffs and Police Chiefs to the attention of Rachelle Harwood at the contact information below:

Applicant packets: WASPC Email: rharwood@waspc.org
Rachelle Harwood
3060 Willamette Drive N.E.
Lacey, WA 98516



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

Please do not contact the police department employees with inquiries about this position.

The City of Port Townsend is an Equal Opportunity Employer. The City prohibits discrimination against any individual regarding hiring, promotion, discipline, or other employment practices. Everyone is treated equally regardless of age, gender, race, creed, color, national origin, sexual orientation, the presence of any physical, mental, or sensory disability marital or veteran status, or any other basis that is protected by local, state, or federal law.



