



Downtown Kirkland, WA



Vintage Squad Car at the Kirkland Justice Center



CITY OF KIRKLAND, WA

invites your interest
in the position of

POLICE CAPTAIN

\$112,656 - \$145,356
Plus Excellent Benefits Package



Closing Date: August 14, 2016

THE COMMUNITY

The City of Kirkland, Washington, is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. Just ten miles east of downtown Seattle, Kirkland is an attractive and inviting place to live, work and visit. This lakefront community has a small town feel, a sense of history, and a strong appreciation for quality of life. Residents and visitors also enjoy the amenities of metropolitan living combined with the natural beauty of the area. Kirkland is a thriving community with award-winning parks, recreational activities, a quality education system, accredited public safety programs and a healthy business community. Incorporated in 1905, Kirkland has grown into a vibrant city of 82,590 residents.

As a waterfront community, Kirkland is recognized as a Pacific Northwest gem rich in contemporary culture including art galleries, fine restaurants, specialty retail shops, numerous and diverse parks, festivals, open markets, and community events. The City is also home to a range of cultural and business interests including the nationally recognized Kirkland Performance Center and the Northwest headquarters of Google.

THE CITY

The 2015-16 biennial budget for the City is \$584,061,831 with a staff of approximately 574 FTEs.

The City enjoys a high degree of public involvement and collaboration on its boards, commissions, and advisory groups within the City. Citizens are active and engaged in Kirkland's civic life. Kirkland is a code City and operates under the Council/Manager form of government, with a seven member City Council, and a Council elected Mayor.

The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed boards, commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance.

Kirkland is a full service city, providing a wide range of municipal services. The management team is comprised of the City's department directors who enjoy cooperative and effective working relationships.

CITY DEPARTMENTS INCLUDE:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire
- Human Resources
- Information Technology
- Municipal Court
- Parks & Community Services
- Planning & Building
- Police
- Public Works

Kirkland Police Department Mission Statement

To provide quality law enforcement,
with fair and respectful treatment
of our community, through
partnerships, personal
dedication and courage.

EXPERIENCE and EDUCATION

The ideal candidate for this vital position will hold a Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, or a related field. Internal Kirkland Police Department candidates hired prior to January 1, 1994 will have the Bachelor's Degree requirement waived. Graduation from the FBI National Academy, Northwestern University, or Senior Management Institute for Police is preferred. The ideal candidate must have a minimum of two years experience at a rank equivalent to a Kirkland Police Lieutenant (number three position on the organizational chart).

The ideal candidate must possess significant police experience, to include a varied career with experience in Patrol, Investigations, Supervision, and Administration. Additional experience in accreditation, strategic planning, project management, and data driven policing is desirable. The candidate must be certified as a regular and commissioned law enforcement officer through compliance with the Washington State Criminal Justice Training Commission's basic law enforcement training requirement or equivalency. The candidate must complete a background check in compliance with Washington State law. A thorough knowledge of law enforcement management principles, concepts, methods, current laws and ordinances is required.



POLICE DEPARTMENT ORGANIZATION

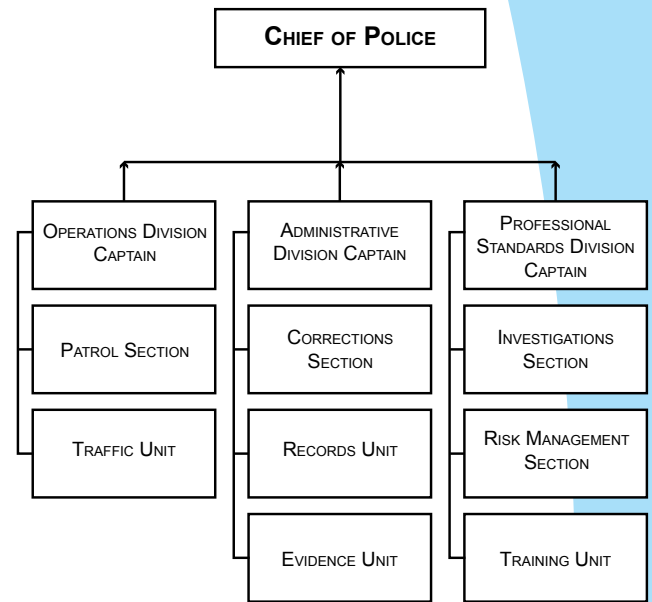
The City of Kirkland Police Department currently serves a population of 82,590 and a service area of approximately 20 square miles. The department's operating budget for the 2015-2016 biennium is \$49.7 million which includes 130 full-time equivalent positions. The department provides services through four divisions:

The **Executive Division** provides overall coordination of department activities, coordinates with other departments and agencies, prepares and monitors budgets, and provides personnel and payroll support.

The **Operations Division** consists of Patrol, Traffic and K-9 units. In addition to responding to 911 calls and proactively enforcing the law, this division is responsible for working with neighborhood groups, businesses, and other organizations to identify issues, build partnerships, and resolve mutual problems.

The **Administrative Division** consists of the Corrections and Records and is also responsible for recruitment, hiring, evidence intake and storage, facility issues, fleet, scheduling, grant compliance, contracts, budget and liaison with NORCOM and other regional boards.

The **Professional Standards Division** consists of Investigations, Family Violence, Special Response Team, Crisis Negotiations, Honor Guard, and Training. This division is also responsible for reviewing and updating the department general orders and standard operating procedures, accreditation, police review boards, internal investigations and risk management.



ISSUES FACING THE DEPARTMENT

The Police Department has grown rapidly over the past five years due to a major annexation that increased the City population by over 60%. The workforce growth also prompted the construction of the new Kirkland Justice Center that houses all Police functions, a 55 bed jail and the Kirkland Municipal Court. While these transitions have been successful, the rapid growth and change necessitates a fresh look at department policies, staffing levels and performance measurement systems. An evaluation of the Department's current structure, performance and challenges and development of a strategic plan is currently underway.

A more recent change was the April 16, 2016 appointment of Police Chief Cherie Harris, who was promoted from her previous position of Kirkland Police Captain. It is anticipated that the new Police Captain will be actively involved with Chief Harris and other members of Police Administration in the strategic planning phase.

Commercial and residential growth in Kirkland is expected to continue at a brisk pace and a number of major projects that were delayed by the recession will begin construction in 2015 and 2016.

The Puget Sound region hosts a number of large and small technology companies and the local population is technologically savvy. The department will need to continue to find new ways to communicate with the public, measure performance and analyze crime trends to effectively serve the community. Social media tools present an opportunity to provide timely, accessible communications. The use of body cams also presents an opportunity for greater transparency and accountability. At the same time, public records requests for all manner of police records and communications is becoming increasingly burdensome.

The City's previous annexations resulted in rapid growth in the number of police officers over the past 30 years. Many of Kirkland's police officers have stayed with the department and are now reaching retirement age. An anticipated wave of retirements over the coming years will result in key supervisory and management promotional opportunities.



CANDIDATE PROFILE

Kirkland is seeking an experienced and knowledgeable individual to service as Police Captain for its 130+ Department. The Police Captain is an at-will, exempt, civil service covered employee, reporting to the Police Chief. The ideal candidate is a skilled leader with excellent oral and written communication skills. Knowledge of and experience in the application of contemporary policing methods is an important skill for this high-performing department. Experience working in the Northwest or similar labor climate is preferred. Familiarity with the operational and policy issues associated with a medium-sized law enforcement agency is preferred.

The Police Captain will provide high level management and maintain open lines of communications with the various functional units within the Police Department. The ideal candidates will demonstrate support for other employees, which include command staff, uniformed staff, non-commissioned staff, and the local bargaining unit leadership. Important management attributes include the ability to make timely and informed decisions, skill in delegating assignments, approachableness, and maintaining accountability. The Kirkland Police Department has an excellent relationship with the Kirkland community and this individual will be expected maintain and advance that positive relationship. This individual should be an effective writer and presenter, and be comfortable speaking to various groups, elected officials, neighborhood / community groups, and the media.

The City of Kirkland provides an exceptional work environment that is marked by employee excellence, outstanding customer service and high levels of citizen satisfaction. The Kirkland community is a livable, walkable, sustainable and safe community. The successful candidate will bring a can-do attitude, excellent communication skills, and an appropriate sense of humor.

COMPENSATION

The Police Captain has an annual salary of \$112,656 - \$145,356 (2016). The City also offers an attractive benefits package including:

- Medical/Dental/Vision coverage for employee and dependents.
- Free Employee Health Clinic.
- City paid Life Insurance (\$250K cap up to \$350K with evidence of insurability).
- LEOFF State retirement program.
- Municipal Employee's Benefit Trust (MEBT).
- ICMA Retirement Trust.
- Vacation – 13 days per year, max accrual 25 days/year
- Sick – 8 hours per month.



Downtown Kirkland Marina Park

COMPENSATION (continued)

- Holiday – 12 days per year (including one floating holiday).
- 40 hours of Management leave per year.
- Take-home department vehicle.
- Employee Assistance Program.
- Flexible Spending Account.
- Wellness Program (including free onsite workout facility).
- Community Service Day (day off for community volunteer service).

TO APPLY

The City is using WASPC (Washington Association of Sheriffs & Police Chiefs) to recruit and accept application materials for this position. Interested applicants must submit a packet to include a resume (3 pages maximum), your responses to the supplemental questions, and a cover letter (1 page maximum) detailing your experience, leadership style, and why you are interested in the Police Captain position. **Completed packets are due by 5:00 pm on August 14, 2016** to be considered as part of the first review of candidates. References will be contacted only following candidate approval.

Please submit your completed packet (electronic packets preferred) to: dgregory@waspc.org

Mailing address: WASPC, Attn: Deb Gregory, 3060 Willamette Drive N.E., Lacey, WA 98516

Questions: Please contact Michael Painter, Director of Professional Services - WASPC. **Phone:** 360/292-7959.

E-mail: mpainter@waspc.org

*****Please do not contact Kirkland Police Department with inquiries about this position*****

Please answer the following questions, limiting your response to one page maximum per question.

Use 1" margins and 12 point font.

1. Describe your direct experience in dealing with personnel issues, including disciplinary due process, grievances, arbitration procedures and collective bargaining.
2. What are the two most important lessons you have learned as a command level officer and would your current supervisor say that your leadership style reflects what you've learned?
3. Describe an innovative program, process and/or procedure you have implemented in your organization.