



**The Port of Seattle Police
Department is seeking a**

Deputy Chief of Police

Salary: \$129,090 - \$161,362



Excellent opportunity for a talented public safety professional to serve in a well-managed organization and to assist in leading a 101-officer police department that takes pride in its mission, services provided, and contribution to quality of life.

CANDIDATE PROFILE

The Port of Seattle 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 the tone of honest, ethical behavior, demonstrating integrity beyond reproach.

The Port of Seattle Police Department plays an integral role in the daily operations of the Port of Seattle, most significantly



at Seattle-Tacoma International Airport. While the department shares many similarities with municipal policing agencies, there are many differences. The Deputy Chief of Police must be capable of quickly discerning the department's role in a larger operating entity and become acclimated to working in this unique and dynamic environment. He or she must be a consensus builder who can easily and comfortably interact with a variety of constituencies (port tenants, passengers, port employees, leaders from around the organization) and partner agencies (neighboring police jurisdictions, TSA, and/or FBI).

The Port of Seattle plays a vital and very visible role in the economy of greater Seattle. The Deputy Chief of Police must be able to function effectively in a very public role within the broader framework of a multi-faceted political environment. He/She must be able to quickly identify the appropriate opportunities to provide input from his or her perspective as the department's representative and be able to articulate his or her points in a concise and efficient manner.

The Deputy Chief of Police must be a good listener, skilled communicator, and team builder. He/She will represent the department on a variety of internal and external panels and coalitions. The Deputy Chief of Police must be a proactive and energetic participant in these endeavors, and provide strategic input from the department's perspective, as well as from the port's broader perspective.

He/She 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 of Police must be a highly skilled leader and manager of people. As one of the senior leaders within the department, he or she will partner with the Chief in driving change and continuous improvement.

The Deputy Chief of Police 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 POSITION



Chief Rod Covey

The Deputy Chief reports to Rod Covey, Port of Seattle Police Chief, and will assist in the planning and administration of the Police Department, as well as its policies and operations.

The selected candidate will work closely with the Chief of Police and assume full authority and responsibility for the department in the Chief's absence. He/She will be responsible for developing and maintaining a work environment that fosters leadership, integrity and accountability.

The selected candidate will directly supervise, in coordination with the Chief, either the administrative services bureau or police operations bureau and will coordinate with the division commanders in planning, organizing, and directing the work of their teams.

Duties will include:

HUMAN RESOURCES MANAGEMENT:

- Support the Chief in all personnel management issues, including appointments, promotions, demotions, suspensions, assignments and transfers of staff.
- Supervise assigned police managers to resolve policing issues.
- Ensure direct reports and other staff have the resources necessary to complete the job.
- Review and recommend or administer personnel actions including commendations and disciplinary action.
- Evaluate the job performance of staff and ensure that managers take responsibility for the accomplishment of goals.
- Actively participate in negotiations and grievance hearings with the six collective bargaining units representing department employees.
- Coordinate labor relations activities with port labor relations staff.
- Review and evaluate grievances and punitive actions to determine appropriate courses of action.

DEPARTMENT MANAGEMENT:

- Manage any assigned bureau and assist the Chief with management of the 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 of the division as needed.
- Ensure departmental responses to issues are within policy.
- Make decisions and recommendations to the Chief that affect the direction, outcome, and mission of the department.

INTER-AGENCY AND COMMUNITY RELATIONS MANAGEMENT:

- Establish and maintain effective channels of communication with citizens, customers, and port personnel.
- Act as a liaison to other port departments, government agencies, and businesses affected by the departmental operations.

- Establish and maintain effective channels of communication and working relationships with allied agencies.
- Participate in meetings with high-level officials from the port, other jurisdictions, planning bodies, and representatives of various community groups.
- Represent the department in meetings, on committees or community groups.
- Act as a department representative including public speaking before the media, public hearings or other events.

PLANNING:

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

ADMINISTRATIVE DUTIES:



- Conduct meetings and briefings to provide discussion and direction on programs, policies and procedures.
- Direct, monitor, and assign staff studies as well as other projects to ensure a timely and thorough completion of an assignment.
- Review staff studies and recommend implementation of new or revised policies and procedures.
- Review and analyze administrative and record keeping reports, special projects, research and analytical or statistical reports.
- Review and analyze studies such as crime, trend, traffic pattern, and program analysis.
- Use administrative/office equipment to communicate, including telephones, e-mail, recording devices and radios.

KNOWLEDGE, SKILLS, ABILITIES, OTHER WORK CHARACTERISTICS

The ideal candidate must have the ability to:

- Understand and apply laws, rules, policies and procedures.
- Complete reports of facts and findings, and accurately record activities or events, as well as compose correspondence, narrative reports, and new procedures or policies.
- Work in a politically sensitive environment.

- Identify and analyze issues, prioritize tasks, develop alternative solutions to issues, and evaluate courses of action and reach logical conclusions.
- Exercise appropriate judgment and make decisions during routine and emergency situations.
- Conduct strategic planning, and prepare and manage a budget.
- Apply knowledge of fiscal control techniques, principles, and practices of police administration.

The Deputy Chief of Police position requires:

- Excellent written and verbal communication skills to provide information, direction, and respond to inquiries, and to present a positive image for the department to the public.
- Knowledge of state and federal labor and employment law; policies, procedures, and laws regarding the use of weapons and use of force; as well as the incident command system.
- A demonstrated history of leadership, integrity, and accountability with a commitment to customer service.
- Strong management skills including leadership/supervisory skills, problem analysis, decision-making, consensus building, planning and organizing.
- Interpersonal sensitivity, management control, adaptability/flexibility, stress tolerance, and time management skills.

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 three years of command or management-level experience in a police department, including supervision of other police supervisors and day-to-day management of one or more major programs or assignments.
- Candidates who have been separated from commissioned law enforcement activities for two years or longer will not be considered for this position.

- A Washington State Peace Officer Certification within six months of employment as well as a valid Washington State driver's license.
- The ability to perform all essential job functions for the ranks of Police Officer, Police Sergeant, and Police Commander.

PREFERRED QUALIFICATIONS

- A graduate degree in a related field, as well as completion of relevant police management training such as the FBI National Academy, the Senior Management Institute for Policing (SMIP) or the Northwest School of Police and Command.
- Five years of command-level experience, with three years commanding/managing an operations assignment.
- Three years of command of an investigative or administrative assignment, as well as experience as a Deputy Chief or equivalent.

ABOUT THE REGION

The Pacific Northwest is one of the most beautiful and livable regions in the country. Surrounded by lakes, rivers, mountains and Puget Sound, it's simply a recreation enthusiast's dream and offers an excellent quality of life.

THE PORT OF SEATTLE: WHERE A SUSTAINABLE WORLD IS HEADED

Mission: The Port of Seattle is a public agency that creates jobs by advancing trade and commerce, promoting industrial growth, and stimulating economic development.



The Port of Seattle plays a key role in bringing international trade, transportation and travel to the Pacific Northwest, and supports industries as diverse as tourism and commercial fishing.

The port also is a key builder of road and rail infrastructure, partnering with other agencies to improve freight traffic from Tacoma to Everett.

The port owns and operates Seattle-Tacoma International Airport - the nation's 9th busiest – handling more than 45.7 million passengers in 2016. Sea-Tac's air cargo operations are among the top 20 in the U.S. Our passenger cruise terminals at Pier 66 and Smith Cove Terminal will handle 218 ship calls and over a million passengers during the 2017 season.

Together with the Port of Tacoma, the Northwest Seaport Alliance is the fourth-largest container gateway in North America. The port also operates four public marinas, and manages a number of real estate assets for financial return and broad economic advantage.

Our tagline, "Where a sustainable world is headed" helps communicate our goal to be a national leader in sustainable port operations, and award-winning environmental programs provide measurable benefits to the community and a competitive edge for our customers.

Generating over 200,000 jobs and \$20 billion in business revenue, the Port of Seattle is one of the Pacific Northwest's leading economic engines. Five commissioners, elected at large by the voters of King County, Washington, serve four-year terms and establish Port of Seattle policy. The chief executive officer, in carrying out these policies, leads 1,800 employees.

The port's "Century Agenda" vision and strategic plan focus on the next quarter - century of business and operations to build upon the accomplishments of the past century with a visionary look forward.

THE PORT OF SEATTLE POLICE DEPARTMENT

Created in 1972, the Port of Seattle Police department has grown from a small non-commissioned administrative staff to now include 101 commissioned officers and 43 civilian staff members. The Police Department is based at the Seattle-Tacoma International Airport and has outlying offices at the Seattle waterfront.

The Police Department's jurisdiction includes port-owned properties at the airport and seaport. The seaport jurisdiction includes parks, cargo facilities, four private boat marinas, and two international cruise terminals. The department also



participates in various federal and local task forces and teams such as the DEA Task Force, the FBI Joint Terrorism Task Force, and the Valley Civil Disturbance Unit.

The Department has patrol and administrative divisions, a criminal investigations unit, eight Transportation Security Administration (TSA) certified explosive detective canines, a bomb disposal team, a seven-member team that is part of the larger regional Valley SWAT unit, a crisis negotiations team and a Marine Patrol Unit which operates with the department's dive team. The



department also has trained bicycle officers, gang enforcement officers, and police training officers (PTO).

The department works in close cooperation with federal law enforcement agencies in providing additional security to airport and harbor facilities.

Dispatch services are provided by the port for both Police and Fire in a dispatch center managed by the Police Department.

MISSION AND VISION

The men and women of the Port of Seattle Police Department are committed to providing professional law enforcement services, protecting the rights of individuals, preventing crime, and building community partnerships.

Leadership, Integrity and Accountability shall be our guide.

Vision: ***"The Nation's Finest Port Police"***

COMPENSATION

The Port of Seattle offers the Deputy Chief of Police an attractive salary and benefit package. The minimum salary is \$129,090 and the midpoint is \$161,362, with excellent medical/dental/vision/life insurance/long-term disability benefits, 457 deferred compensation, 401 (a) Police Retirement Plan (in lieu of Social Security), flexible spending accounts, ten annual holidays, Extended Illness leave, and Paid Time Off (PTO) benefits dependent upon years of service. Additionally, the port provides a retirement plan through the Washington State LEOFF retirement system.

PLEASE APPLY AND DIRECT ALL INQUIRIES THROUGH WASHINGTON ASSOCIATION OF SHERIFFS & POLICE CHIEFS. DO NOT CONTACT THE PORT OF SEATTLE OR THE POLICE DEPARTMENT.

APPLICATION DETAILS

This position requires a 10-year FAA-mandated employment history check, a Transportation Security Administration background check, a criminal history background check with the FBI and the ability to obtain a Transportation Worker's Identification Card (TWIC).

A thorough background investigation will be conducted on candidates who make it to the final phase of the selection process, which will include, but is not be limited to: criminal history, driving history, psychological screening, a medical examination, a polygraph, as well as pre-employment interviews.

The Port of Seattle is an Equal Opportunity Employer.



Port of Seattle Commissioners:

Tom Albro
Stephanie Bowman
John Creighton
Fred Felleman
Courtney Gregoire

Chief Executive Officer:

David Soike
(interim)

Chief of Police:

Rod Covey

Recruitment Schedule

- July 14th – Application Period Opens
- August 4th – Application Period Closes
- August 22nd-23rd – Candidate Interviews
- August 24th – Candidate Selection

Application Instructions

All applicants must submit a packet including a **resume** (three-page maximum), your response to the following **supplemental questions** (one-page maximum, per question), and a detailed (two-page maximum) **cover letter** that describes your experience, leadership style and why you are interested in the position. All packets are due by 5:00 p.m. on Friday, August 4, 2017. Packets must be submitted to the Washington Association of Sheriffs and Police Chiefs and to the attention of Cynthia Jordan at the contact information below. **Electronic packets are preferred.**

Mailing address: Washington Association of Sheriffs and Police Chiefs
3060 Willamette Drive N.E., Lacey, Washington 98516
Attention: Cynthia Jordan
Port of Seattle Deputy Chief's application material

Email: cjordan@waspc.org

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

Please DO NOT contact the agency directly. All inquiries should be directed to the Washington Association of Sheriffs and Police Chiefs.

Supplemental Questions

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

1. Explain your communication style and the steps you would take to enhance communication both internally to police employees and externally to a community that wants to be informed.
2. Please describe two specific accomplishments in your local government law enforcement career that you consider to be the most significant and relevant to the position you are seeking.
3. The police department works with many different community groups and law enforcement jurisdictions and constituents. What is the most important aspect of maintaining good working relationships with these groups and how have you done that in the past?

EEO DATA FORM

THE FOLLOWING REQUEST FOR INFORMATION IS VOLUNTARY UNDER 41 C.F.R. Part 60-741-Affirmative Action and Nondiscrimination Obligations, § 60-741.42 Invitation to Self-identify. Refusal to provide information will not subject applicant to adverse treatment. Any information provided will be kept confidential and will not be used in any manner inconsistent with the requirements of the Rehabilitation Act of 1973.

The Port of Seattle's Human Resources Department asks applicants applying with the Port of Seattle for the information below for the following reasons:

1. To maintain accurate employment records.
2. To ensure proper processing of employment benefits.
3. To comply with government record-keeping requirements and the Port of Seattle's commitment to diversity.

The Port of Seattle does not discriminate based on race, ethnicity, creed, color, age, sex, disability, national origin, marital status, sexual orientation, veteran status, or any other unlawful reason. The information provided will be kept in a confidential file.

PERSONAL INFORMATION

Legal Name _____			
First	Middle	Last	
Street Address _____			

City	State	Zip	County
Social Security Number _____		Preferred Name _____	
()		First	Last
()		()	
Home Telephone Number _____		Mobile Telephone Number _____	

DEMOGRAPHIC INFORMATION

Gender : <input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth _____
	Month / Day / Year

RACE / ETHNICITY: You may make more than one selection, but you must make at least one.

<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Hispanic or Latino
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/>	Two or More Races
<input type="checkbox"/>	White

Signature _____ Date _____