



# POLICE CHIEF

[www.mountvernonwa.gov](http://www.mountvernonwa.gov)

\$120,852 - \$141,000

Plus Excellent Benefits



## Police Department Vision

*Safe and Enjoyable Community Living*

## Police Department Mission

*To consistently seek and find ways to affirmatively promote, preserve, and deliver a feeling of security, safety, and productive, quality services to citizens and visitors of our community.*



## THE COMMUNITY

Located along Interstate 5, Mount Vernon is conveniently located midway between Seattle and Vancouver, British Columbia. Mount Vernon is the regional center for agriculture, finance, technology, culture, legal, health care, education and government. Mount Vernon sits at the center of Skagit County with some of Washington’s most scenic and pristine landscape found in the North Cascades National Park. The rugged mountain country gives way to nutrient-rich farmland along the Skagit River to the shores of the Salish Sea. What makes Skagit County truly unique is the health and diversity of its natural resources.



## THE CITY

Mount Vernon offers a vibrant mix of office, retail, restaurant and professional services on the shores of beautiful Skagit River. It’s also one of the unique areas in the country that offers high speed, state of the art fiber optic technology.

The City is a non-charter Code City which utilizes a strong Mayor-Council form of government. Mount Vernon is the largest city in Skagit County with a population of 35,180.

The City of Mount Vernon is characterized by it’s "hometown" atmosphere, where residents and government work together in a trusting environment.

### MOUNT VERNON QUICK FACTS

Population:	35,180
Square Miles:	12.7
Median Age:	34.7
Median Household Income:	\$52,267
Average House Price:	\$309,783
City Parks:	18

*And...there are more arts organizations in Skagit County per capita than any other area in Washington state!*

# THE DEPARTMENT

To best provide our public with meaningful service, safety, and security, the Department continually evaluates and adjusts the organizational structure. The Department has a traditional rank structure or chain of command; however, it manages its responsibilities with fewer bureaucratic tiers. Operational decisions are made at all levels. A supervisor's role is essentially that of a quality control manager and not simply a final voice of approval for staff decisions. Employees at all levels are trained and expected to make quality decisions that will contribute to improved neighborhood conditions and overall safety for all citizens and visitors.

The Department is comprised of two functional areas, or bureaus. These Bureaus (Operations and Services) are each comprised of three Divisions. Division-level oversight is the responsibility of midmanagers; in most cases lieutenants. To accomplish the current level of service, the Department maintains a workforce of 46 commissioned officers, 3 limited commission officers, 1 park ranger, 9.5 support staff, 1 outreach coordinator and approximately 50 volunteers.

DEPARTMENT STRUCTURE	
Chief	
Lieutenants	3
Sergeants	6
Officers	36
CSO	2
Park Ranger	1
Outreach Coordinator	1
Records Manager	1
Records Specialist	5
Animal Control Officer	1
Support Personnel	3

## OPERATIONS BUREAU

### **Patrol Division**

- Traffic Safety and Enforcement
- Tactical Response
- Priority Policing Team
- Neighborhood Resource
- K-9
- Community Outreach
- Animal Control

### **Criminal Investigation Division**

- Investigates crimes against persons and/or property
- Follows up on drug/vice related activity
- Gathers intelligence
- Provides proactive investigation

### **Crime Prevention Division**

- Security Planning
- Public Education
- Community Services
- Supervision of the Department's volunteer programs
- Neighborhood Problem Solving

## SERVICES BUREAU

### **Administrative Services Division**

- Pre-employment
- Research
- Collective Bargaining
- Internal Affairs
- Training
- Accreditation

### **Property Division**

- General maintenance, storage, integrity, and management of all property and evidence in the Department's possession

### **Records Division**

- General maintenance and management of all Department records



## IDEAL CANDIDATE: EXPERIENCE, EDUCATION, TRAINING

### 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 supervising both sworn and civilian staff members.
- Must meet all requirements of RCW 43.101.095, Washington State Peace Officer Certification, and obtain certification within six months of employment as well as a valid Washington State driver's license.
- Must meet eligibility requirements required by State law 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: a driving record, work history, credit history, conviction/arrest record, reference checks, and drug history), a polygraph examination, psychological evaluation, and pre-employment medical testing checking for the ability to perform the essential functions of the position.
- Comprehensive understanding of the essential job functions for the ranks of Police Officer, Police Sergeant, and Police Commander.
- Candidates who have been separated from commissioned law enforcement activities for two years or longer will not be considered for this position.



### PREFERRED QUALIFICATIONS

- A graduate degree in a related field to law enforcement or administration.
- Completion of advanced 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.
- Ten years of command-level experience, with three years commanding/managing patrol operations.
- Five years of command of an investigative or administrative assignment, as well as experience as a Deputy Chief or equivalent.

## COMPENSATION

The City of Mount Vernon has established an annual salary range of \$120,852 to \$141,000 for this position.

The City offers employees a choice of two generous health plans that cover medical, dental, orthodontia, and vision. Insurance coverage begins the first of the month following date of hire.

### Other Benefits:

- 11 Paid Holidays
- Vacation and Sick Leave
- HRA/VEBA Option
- \$50,000 Life Insurance
- Employee Assistance Program
- Washington State Retirement System

The City is a member of the State Law Enforcement Officers & Fire Fighters Retirement System (LEOFF II) and does not contribute to social security for commissioned positions.

The Police Chief is an FLSA exempt position.



## 2019 RECRUITMENT SCHEDULE

<b>May 6</b>	Application Period Opens
<b>June 21</b>	Application Packets Due
<b>June 21</b>	Review of Candidate Packets
<b>Week of July 8</b>	Candidate Interviews



## 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  
Mount Vernon Police Chief's Application Materials

Mailing Address: Washington Association of Sheriffs and Police Chiefs  
3060 Willamette Drive NE, Lacey, WA 98516

Email: cwest@waspc.org

All packets are due by **8:00 a.m. on Friday, June 21, 2019**

### QUESTIONS?

Contact: Michael Painter, Director of Professional Services  
Washington Association of Sheriffs and Police Chiefs

Phone: (360) 292-7959

Email: mpainter@waspc.org

## 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.

- The Mount Vernon Police Department has a long history and culture of the community oriented policing philosophy. Describe your experience with this philosophy and your experience in community engagement.
- Please describe three specific accomplishments in your local government law enforcement career that you consider to be the most significant.
- What factors are crucial for you to work most effectively? What kind of support do you need from the City Mayor and Department Directors team that will help you bring out the best in you?

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