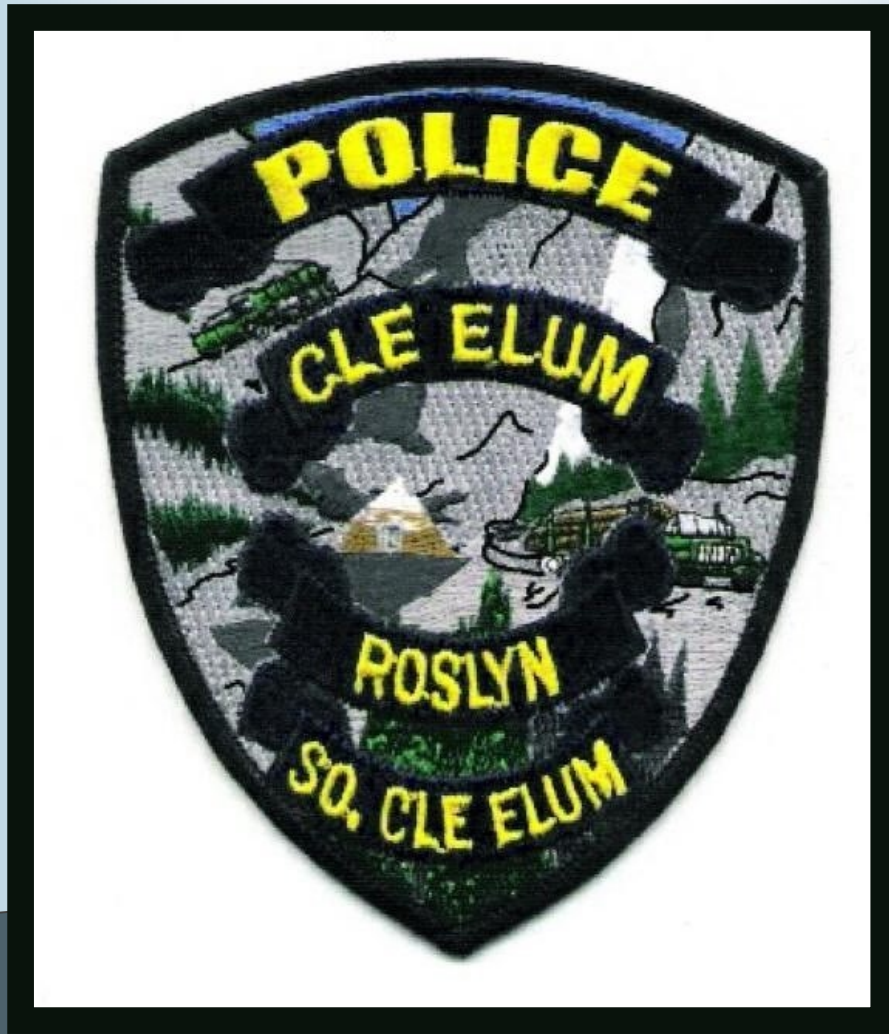


**Cities
Cle Elum
Roslyn
South Cle Elum**



POLICE CHIEF

Serving Cities of Cle Elum/Roslyn/S. Cle Elum, WA

History

City of Cle Elum

The name Cle Elum, which means “swift water” in the language of the Kittitas Indians, was given to a river, a town, and also a beautiful tranquil lake created by the construction of the Cle Elum Dam. Cle Elum was officially incorporated on February 12, 1902. The town was the birthplace of astronaut Dick Scobee, the commander of the Space Shuttle Challenger on the day of its explosion. Headed by John Bresko, Cle Elum was the first to have ‘organized’ skiing west of Denver, Colorado. Starting in 1921, 100–400 people would be on the ski hill every weekend through the winter. 1931 saw the largest crowd est. at 8,000 spectators for the ski jumping events. The depression ended the skiing and jumping events in 1934.



According to the United States Census Bureau, the city has a total area of 3.83 square miles, of which 3.82 square miles is land and 0.01 square miles is water. It borders South Cle Elum and Roslyn. As of the census of 2010, there were 1,872 people, 857 households, and 500 families residing in the city. The population density was 490.1 inhabitants per square mile.

City of Roslyn

Incorporated in 1886, the coal-mining town of Roslyn played an important role in Washington State History. The extensive



coal fields in the area fueled the Northern Pacific Railroad's trains during construction and early operation of a direct rail line through the Cascade Mountains.

Men from coal mining regions in the United States, Europe and elsewhere came to work in the mines. English, Italian and Slavic immigrants were among the early settlers and a significant proportion of the town's early residents were foreign born. In 1888, responding to a strike, the Northern Pacific Coal Company recruited more than 300 African-American miners from Virginia, North Carolina and Kentucky and brought them, with their families, to work in the mines. At one time, 24 ethnic groups and nationalities were living in Roslyn. Today, many of the original families continue to make Roslyn their home.

According to the United States Census Bureau, the city has a total area of 4.37 square miles, all of it land. As of 2010, there were 893 people, 437 households, and 224 families residing in the city. The population density was 204.3 inhabitants per square mile.

City of South Cle Elum

In 1909, the Chicago, Milwaukee & Puget Sound Railway chose Cle Elum as a division point between the Coast and Columbia divisions on its future transcontinental line, when it was determined that Milwaukee's mainline would end up running one mile south of the city, South Cle Elum was platted. Maintenance shops and workers' bunkers were built as well as a train station. South Cle Elum was officially incorporated on August 28, 1911.

According to the United States Census Bureau, the town has a total area of 0.39 square miles, all of it land. As of the census of 2010, there were 532 people, 235 households, and 145 families residing in the town. The population density was 1,364.1 inhabitants per square mile.

City Government

The City of Cle Elum/Roslyn/South Cle Elum each operate under the Mayor-Council form of government with the seven-member City Council establishing citywide policy. The Mayors each report to their individual City Council concerning affairs of the City and its financial and other needs and can make recommendations for Council considerations and action.

Climate

The highest average temperature in Cle Elum is in July at 79.9 degrees. The coldest average temperature is in January at 23.6 degrees. On average, there are 199 sunny days per year in Cle Elum.

Education— PR-12

The Cle Elum-Roslyn School District, nestled in the foothills of the eastern slopes of the Cascade Mountain range, includes the communities of Cle Elum, South Cle Elum, Roslyn, Ronald, Liberty, and surrounding areas of Upper Kittitas County. Established originally as coal mining towns, Upper Kittitas County is now known as an outdoor enthusiast's paradise with access to mountains, lakes, scenic rivers, and miles of wilderness trails. Cle Elum-Roslyn is proud of its "classic small town" feel where our schools are highly regarded and our children grow up in a safe and supportive environment.

Comprised of four schools, our district encompasses roughly 600 square miles and serves nearly 900 students kindergarten through 12th grade: Cle Elum-Roslyn Elementary, Walter Strom Middle School, Cle Elum-Roslyn High School and Swiftwater

The Department

The Mission Statement of the Cle Elum-Roslyn-South Cle Elum Police Department is to provide a quality of police service that is supportive to the needs of the community, and which operates on communication and trust with those same citizens, and provides those services with pride, integrity and professionalism, regardless of race, gender, or social standing.

Our department has the unique responsibility of providing police services to the cities of Cle Elum, Roslyn and South Cle Elum.

No Law Enforcement agency can function properly and effectively without the public support and trust. This support and trust cannot be forced upon the citizens, but rather must be earned. The best way to earn the support of the public is through professional conduct on the part of Law Enforcement Officers.

In the past few years we have strived to reach out into the community to create stronger relations. We have attempted to achieve this through various community activities, youth activities, school activities and community meetings.

It's important for both citizens and police officers to realize that we are all members of the same community, and therefore share the same interests and concerns over a safe and healthy community. Being a police officer is a difficult and dangerous job, but certainly made easier when supported by the community.

The Police Department hosts a number of events including the annual CEPD Rock and Roll Pig Out and the CEPD Officers take over the Cle Elum Elementary School for a night every year, to read children's books to all the kids.



Police Chief

The Position Overview

Under the direction of the City of Cle Elum's Administrator and the City Mayor, the Police Chief performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. The Cle Elum Police Department is a regional police department, consisting of not only Cle Elum but the communities of Roslyn and South Cle Elum. The Police Chief is responsible for the direction of law enforcement services for all three communities equally. The position of Police Chief on occasion performs the duties of subordinates, to include shift work, back-up and calls for service.

Ideal Candidate

The Police Chief should have a demonstrated history of supporting and implementing community policing. The new Chief will work with members of the Department and the three communities to define community policing. Residents in Cle Elum/Roslyn/S. Cle Elum are very engaged. Their involvement and interest in civic affairs is a great asset to the communities and the Department. The Chief must be visible and involved in the communities through participation in community, business and government events and organizations.

The ideal candidate will have experience establishing and maintaining effective relationships with other public safety agencies, City departments, the business community and an active citizenry. Strong leadership and communication skills are essential in this position, as is a strong track record of community and citizen involvement. The new Police Chief will need to develop a strategic vision for policing our Communities.

Summary

The Police Chief will have experience in best practices in law enforcement and be responsible for maintaining proficiency in law enforcement and community involvement. He/she will manage approved department budgets and ensure effective monitoring of expenditures. He/she may attend City Council meetings and keep them well informed by providing them with reports, recommended resolutions and input.



Job Responsibilities

Essential Duties and Responsibilities:

The Police Chief reports directly to the City Administrator and the City Mayor and is under the administrative direction of City Council. The Police Chief is responsible for the following while adhering to operational policies, safety rules, and procedures:

Exercises supervision of approximately 11 employees in the police department, to include 7 officers, 1 reserve officer, 1 administrative assistant, 1 records clerk and 1 animal control officer.

The Chief of Police is responsible for planning, overseeing and directing the activities, operations and personnel of the department. The Police Chief serves as liaison between management and staff.

Develops policies and procedures for the police department in order to implement directives from the Mayors or City Administrator.

Reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies, plans, coordinates, supervises and evaluates police department operations.

Hears public complaints or concerns regarding the police department and its personnel and determines the best course of action. Responds to citizens in a courteous and professional manner.

Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.

Serves as a member of the city management team, in all three communities, working under the direction of the Mayors or City Administrator, providing expert advice on issues dealing with public safety, law enforcement, crime prevention, emergencies, and other community services that are within the purview of the department.

The Police Chief will prepare monthly reports and attend bi-weekly Council meetings for the three communities and meet with the three Mayors monthly for an oversight meeting.

Prepare, manage and track annual budget for the department.

Participate in labor negotiations; monitor labor contract throughout the year.

Ensure that all personnel are continuously trained, meet and exceed the annual Washington State mandate for training hours.

Coordinates law enforcement activities with other law enforcement agencies within Kittitas County and the State of Washington, to include fire agencies, schools and other related agencies.

Maintain contacts with the public and media by providing information on issues of community service and safety which are responsive to the needs of the citizens of Cle Elum, Roslyn and South Cle Elum.

Coordinate with other city departments as needed to facilitate interdepartmental cooperation and interdepartmental resolution of community public safety related issues.

Direct investigation of major crime scenes.

Oversee and manages department personnel records.

Attend conferences and meetings to keep abreast of current trends in the field, and represents the police department in a variety of local, county, state and other meetings.

Ensure assigned equipment such as communications systems, less lethal and departmental vehicles are maintained and operated efficiently.

Job Responsibilities—Cont.

Essential Duties and Responsibilities (Cont.):

Attend special events application meetings when needed, and oversee/manage those special events, to include parades and other large type community events.

Oversee the animal control program and management of its budget.

Evaluates, directs, assigns and monitors the work performance and assignments of department personnel. Appraise employees work performance and reward or discipline employee appropriately.

Gives authorization to the creation and approval of all work schedules and their adoption, to include time-off requests. Receive employee time sheets, review and submit for payroll bi-monthly.

Ensure a positive attitude and goodwill among personnel; and provide motivation and guidance to subordinates. Strong crisis resolution ability to be able to resolve disputes between citizens and employees, and between employees themselves.

Training and knowledge in current CIT training.

Seek out other sources of funding for departmental programs and equipment by writing grants, etc.

Ensure that employees are provided with the needed resources to be able to complete tasks effectively.

Ensure total adherence to the policies, rules, bargaining agreements, and regulations of the department by all personnel.

Provides additional services and information as may be requested by the Mayors or City administrator.

Work with city staff and legal to create local ordinances when and where applicable.

Supervisory Responsibilities:

Exercises supervision of approximately 11 employees in the police department, to include 7 officers, 1 reserve officer, 1 administrative assistant, 1 records clerk and 1 animal control officer.

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring recommendations, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

The successful candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ten (10) years of experience in police work, three (3) years of which must have been equivalent to police sergeant or higher.

Completion of the basic law enforcement training academy or equivalent.

Must possess or obtain a First Level and Middle management certificate issued by the Washington State Criminal Justice Training Commission within 6 months of employment. WSCJTC Executive level certification preferred but not required.

Must live within 30 minutes of the City of Cle Elum Police Station within 6 months of employment.

Education and/or Experience

Graduation from a college or university with a Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field. An equivalent combination of education and experience may substitute for a Bachelor's degree.

Certifications, Licenses, Registration

Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License without record of suspension or revocation in any state; at time of hire possess Basic Law Enforcement Training Certification with current and valid Washington State Peace Office Certification granted by the Washington State Criminal Justice Training Commission (WSCJTC) or be able to obtain Certificate of Equivalency as defined by WAC 139-05-210 within one year of appointment; First aid and CPR certification.

Compensation & Benefits:

Annual based non-exempt salary range for 2019 is \$77,784 — \$94,548 plus education incentive, longevity, physical fitness incentive, uniform allowance, police car and a generous benefits package including; excellent medical, dental, and vision benefits; life insurance; State of Washington LEOFF 2 System; eleven paid holidays, and one floating holiday.

To Apply:

The Human Resources Department with the City of Ellensburg will be assisting Cle Elum in their recruitment process. Candidates must complete an application (for application go to <http://cityofcleelum.com/wp-content/uploads/2019/05/Application-for-Employment-2019.pdf>), include a cover letter and resume. Please forward to the following:

City of Ellensburg—Human Resources Department
Attention Cindy Smith
501 N. Anderson Street
Ellensburg, WA 98926

Or by E-mail to smithc@ci.ellensburg.wa.us or by FAX (509) 962-7143.
For more information you may call Cindy Smith at(509) 962-7222.

First review of applicants: June 17, 2019 - Open until filled

EOE/M/F/D/V

