



# City of Port Orchard Police Chief

## *Recruitment Announcement*

The City of Port Orchard, Washington seeks a civic minded, progressive leader for its Police Department. This is an exciting law enforcement opportunity to live in this growing community.

### Community Profile

The City of Port Orchard, originally the Town of Sidney, was incorporated in 1890. Port Orchard is lovely waterfront community with a population of 14,734 residents. Our City is the County seat for Kitsap County, with a countywide population of approximately 266,414 which is known for manufacturing, defense, and technology. Port Orchard is located on the Sinclair Inlet of the Puget Sound. As a waterfront community we are proud of our amenities. Our numerous marinas provide visitors and boat dwellers alike with convenient accommodations. Our downtown corridor offers shopping, museums, entertainment, galleries and dining. With ferry access from Bremerton and Seattle, an excursion to Port Orchard is an easy day trip or a weekend getaway. When visiting our city, it is hard to miss the majestic view of the Olympic Mountains and the pride of military heritage just across the water at the Puget Sound Naval Shipyard.

### City Government

The City is served by a Mayor- Council form of government. The City is classified as a code City. The Mayor is elected by the people to a four year term, is the executive officer of the city, coordinating the day to day activities. The Council is comprised of seven (7) members, six (6) of the positions serve a four-year term and one position is considered "At-Large" and serves a two-year term.

<b>Port Orchard Facts</b>	
Total Households	<b>5,595</b>
Median Household Income	<b>\$67,700</b>
Average Home Price	<b>\$339,657</b>
Square Miles	<b>8.52</b>
Median Age	<b>33</b>
City Parks	<b>5</b>
Schools	<b>7</b>
Avg. High Winter Temperature	<b>36 °F</b>
Avg. High Summer Temperature	<b>78° F</b>



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

# DEPARTMENT INFORMATION

## Department Mission

*The mission of the Port Orchard Police Department is to work in partnership with the community to protect life and property and to enhance the quality of life in our city through proactive problem solving, fair and equitable law enforcement, and the effective use of resources.*

## Department Values

Our employees are our most valued resource. We value each employee's contribution to the effectiveness of our organization and their participation in the decision making process. We strive to provide opportunities for individual achievement, personal growth, professional development, and recognition of our employees.

We are committed to a standard of excellence in our profession. We pursue the highest levels of achievement, professionalism, and quality in the services we provide to our community.

We are committed to the concept of teamwork. We create positive working relationships through community based problem solving, respect toward citizens and coworkers, unity of purpose, and mutual ownership in our department and the services we provide.

We serve with pride within ourselves and the community that we serve.

### Department Structure

Chief

Deputy Chief: 1

Sergeants: 3

Police Officers: 18

Support Personnel: 7

Police Department Budget:  
~ 6.3 M



### Special Programs

- School Resource Officer Program
- Canine Program
- Motorcycle Patrol
- Marine Patrol
- Bicycle Patrol
- Crime Prevention
- Emergency Management
- Community Services
- Volunteers in Police Service

### Task Force Programs

- Regional Narcotics Task Force
- Regional Special Weapons
- Tactics Unit
- Traffic Safety Task Force.



# COMPENSATION AND BENEFITS

The Police Chief is an FLSA exempt position and is a member of the Law Enforcement Officers and Fire Fighters Retirement System (LEOFF).

The City of Port Orchard has established an annual salary range of \$126,443- \$155,000. The City has competitive medical and dental plans. The City provides a \$50,000 life insurance policy. Insurance begins the first of the month following the date of hire

Other benefits:

- 10 holidays
- 2 personal days
- 20 vacation days In addition, each year on the employee's anniversary date, after three (3) full years of continuous employment, eight (8) additional hours of vacation for each year will be credited to his/her vacation account.
- 12 sick days per year

Employees can participate in the Washington State deferred compensation plan and in a health reimbursement account (HRA VEBA).



## Applications Details:

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 limited to criminal history, driving history, psychological screening, a medical examination with drug screening, a polygraph, as well as pre-employment interviews.

The City of Port Orchard is an Equal Opportunity Employer.

## 2019 RECRUITMENT SCHEDULE

### January 31

Application Period  
Opens

### March 4

Applications Packets  
Due

### March 5

First Review of  
Candidate Packets

### Week of March 25

Candidate Interviews

**PLEASE APPLY AND DIRECT  
ALL INQUIRES THROUGH THE  
WASHINGTON ASSOCIATION  
OF SHERIFFS & POLICE CHIEFS.  
DO NOT CONTACT THE CITY  
OF PORT ORCHARD**

## IDEAL CANDIDATE: PROFILE

The police chief must be personally committed to community engagement, regional partnerships and visible leadership. The City is looking for a skilled communicator and team builder with a focus on increasing trust and partnerships between the Police and stakeholders. The Chief of Police is the public face of the City of Port Orchard Police Department and must be able to foster effective relationships with the community, elected officials, regional partners, City administration, as well as the command staff, supervisors, officers and civilian members of the department. The top candidate will be an individual who has sound judgement and is compassionate, respectful, accountable, and possess the highest level of integrity. Will value and recognize the strengths within their Department. The ideal candidate will be personable and professional, with cultural sensitivity and a commitment to an active model of community policing and engagement. Possessing outstanding communication, advocacy and critical thinking skills, the successful candidate will be a proactive forward thinking law enforcement professional with a proven track record in effective change management, and innovative leading edge strategic leadership.

*A genuine leader is not a searcher for consensus but a molder of consensus.*

*~ Martin Luther King Jr*



# IDEAL CANDIDATE: EXPERIENCE, EDUCATION, TRAINING

## QUALIFICATIONS

- ❖ Bachelor's Degree from accredited college or university in Law Enforcement or Management related field desired; or equivalent experience.
- ❖ Ten years' experience in a state, county, or municipal civil law enforcement agency.
- ❖ Five years administrative experience at the rank of Sergeant or three years at the rank of Lieutenant or higher.
- ❖ Ongoing education in law enforcement procedures.
- ❖ Washington State Basic Training Academy or equivalent required.
- ❖ Washington State Criminal Justice Training Commission Middle-Management Career-Level Certification (or ability to obtain within 2 years from date of appointment).
- ❖ Relevant police management training, such as, FBI National Academy, SMIP or the Northwest School of Police and Command desired.
- ❖ Demonstrated leadership ability.
- ❖ Candidate must be currently employed in law enforcement.



## **Essential Job Functions**

Manages all police operations and is primarily responsible for establishing and implementing policies, effectively managing finances and coordinating the use of all available resources in a manner that provides stability to the Department and protection to the citizens and property it serves.

Handle grievances, maintain Departmental discipline, and maintain the conduct and general behavior of assigned personnel.

Develops and maintain Department relationships with other City departments, City Council and other law enforcement agencies.

Establishes and maintains an effective public image and communication network for the Department through participation in community meetings, public speaking events and various other activities.

Develops short and long term plans and objectives for the Department, including budget, staffing and equipment to provide optimum support for the Department's ongoing operations.

Ensure that laws and ordinances are enforced and that public peace and safety is maintained.

Supervises maintenance of records regarding arrests, investigations, and other police matters.





# 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: Deb Gregory  
Port Orchard Police Chief's Application Materials

Mailing address: Washington Association of Sheriffs and Police Chiefs  
3060 Willamette Drive N.E., Lacey, Washington 98516

Email: [dgregory@waspc.org](mailto:dgregory@waspc.org)

*All packets are due by 8:00 a.m. on Monday, March 4, 2019.*

## QUESTIONS

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

Phone: (360) 292-7959

Email: [mpainter@waspc.org](mailto: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.

1. 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.
2. How do you instill confidence and respect from your department and from the community?
3. The police department works with many different community groups and law enforcement jurisdictions and constituents. Describe your experience with community engagement? What is the most important aspect of maintaining good working relationships with these groups and how have you done that in the past?
4. Describe what a leading edge police department looks like and how you would take Port Orchard's Police Department to the forefront of local law enforcement.

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