



City of Langley Police Chief



City of Langley Police Department



Job Description

General Statement

We are hoping to find a Police Chief who will fall in love with our small “city” and become part of our community. In this position you will join a highly valued and strongly supported Police Department. Unlike positions in larger police departments, a police chief for the City of Langley will also serve as a patrol officer and perform the full scope of law enforcement duties in protecting life and property, conducting investigations, working in partnership with neighboring jurisdiction law enforcement, fire, and medical as well as local businesses and organizations.

Because of our strong sense of community, a chief must always act in the best interest of the Police Department’s role in being a service organization to the community. A good fit for our community will be a chief who is an honest, open, and approachable servant leader committed to supporting a positive departmental culture. Familiarity and experience with Washington State laws and mental health care issues are also a plus.

The City of Langley is an equal opportunity employer. BIPOC, individuals with disabilities, women/transgender, members of the LGBTQ+ community and/or veterans are encouraged to apply. For this position, the ability to lift 50 pounds, drive, run, grasp a suspect manually, fire a weapon, potentially engage in a physical confrontation, see, hear and speak is required.

The Police Chief is responsible for the overall administration and command of a small municipal police department will serve the City of Langley twenty-four hours a day. This position supervises all police department personnel including volunteers. The Police Chief guides the department, develops and implements policies, and directs procedures and practices to protect life and property by appropriate law enforcement practices and the use of crime prevention techniques. All actions taken are done within the scope of the budget approved by the City Council and will assure the efficient and economical use of those department funds.

The Police Chief is a member of the City of Langley's management team as directed by the Mayor and will participate with other team members in planning for the operation, goal setting and budgeting of the City.

This position also is responsible to act as the Emergency Management Coordinator for the City of Langley and be a member of the City’s Disaster Response Committee if such a committee is activated by council.

Controls Over Work

The Police chief is directly responsible to the Mayor. All duties are carried out in conformance with City ordinances, State and Federal law. The Chief will be responsible to ensure that all actions taken will ensure that the laws of arrest, search and seizure, constitutional rights of citizens, best management practices for dealing with victims, rules of evidence, and recognized investigative techniques and procedures are adhered to.

Responsibilities

- Sets the tone for the department through leadership and example for all facets of the department's mission. Providing appropriate police service to the residents and visitors of the City of Langley is the paramount responsibility.
- Oversees and participates in the enforcement of city, state and federal statutes and works cooperatively with

county, state, tribal and federal law enforcement agencies.

- Develops, plans, and monitors the annual budget. Maintains equipment inventories and replacement schedules for equipment and vehicles. Makes purchasing decisions.
- Schedules patrol shifts and other functional assignments.
- Reviews all police reports to ensure complete investigations and appropriate service.
- Administers a records system for the department following state retention guidelines and providing appropriate public disclosure.
- Maintains a secure evidence system audited by the State Auditor.
- Promotes training for all department personnel and oversees performance to allow for coaching and annual evaluations. Maintains personnel records regarding training and performance.
- Handles complaints by citizens or department personnel and determines the appropriate action to investigate the complaint to allow for an appropriate conclusion to educate, mitigate or resolve the situation by counseling, training, or taking disciplinary action pursuant to personnel guidelines.
- Promotes positive public relations and works in partnership with the numerous agencies and organizations, including but not limited to: local civic groups, business organizations, Island County Sheriff's Office, Oak Harbor Police Department, Fire District #3, Whidbey General Hospital, South Whidbey School District, Port of South Whidbey, Citizens Against Domestic and Sexual Abuse (CADA), the Washington State Office of Crime Victims Advocacy, Washington State Homeless Coalition, Island Assessment and Counseling, Pioneer Human Services' Ithua Stabilization Center, and other mental health care, sexual/domestic abuse and substance abuse professionals. In addition, this position will require full cooperation, coordination and support for similar tribal agencies including but not limited to ones from the following tribes: Tulalip Tribes, Swinomish Indian Tribal Community, Upper Skagit Tribe, Snohomish Tribe of Indians, Nisqually Indian Tribe, Port Gamble S'Klallam Tribe, Suquamish Tribe, Puyallup Tribe of Indians, Jamestown S'Klallam Tribe, Lummi Nation, Samish Indian Nation and others.

- Provides appropriate press releases regarding police incidents or crime investigations.
- Is responsible for planning events with organizations and the issuing of parade (special event) permits or film project permits for events contained on city owned streets or property.
- Assists other City departments as requested or required.
- Attends Council Meetings as needed to provide law enforcement information or concerns, make department statistic reports and to assist in formulating city ordinances of a law enforcement nature. May be asked to participate in other types of committees created by Mayor or Council direction.
- Works with the Langley Civil Service Board in the hiring of new officers. Assists as necessary in that process including administering the tests approved and monitored by the Board.
- Works with as oversight committee (if council creates one) as needed to promote best practices and ensure investigations are thorough and fair.
- Directs a reserve officer program.
- Due to the department's small size, the police chief also must work as a police officer and will often have to work a patrol shift alone handling all calls or assist other officers with their calls.

Working Environment

Must have the ability to handle potentially stressful encounters and make quick appropriate decisions in all kinds of police situations. This position may work as a normal patrol officer as necessary and thus is subject to all weather conditions occurring day or night. Due to the department's size, some patrol shifts may require this position to work alone without immediate back-up. This position requires the physical ability to work in all weather conditions, on foot on all kinds of surfaces and terrain, operate a patrol car at normal speeds or in an emergency response, and employ physical force to affect an arrest or overcome resistance, which may necessitate the use of weapons. Primary work is done in an office environment. Must be able to use the phone and computers and type documents. This position requires the ability to respond to emergency situations at all hours and/or provide direction to department personnel by phone. Must represent the City and Department at public meetings, which may include public speaking and the need to answer questions without the ability to prepare.

Qualifications Required

Must meet all requirements of the State of Washington for the position of police officer. Must also meet the eligibility requirements for Police Chiefs under RCW 35.21.333. Must meet all current requirements of the Langley Civil Service Commission.

Must have the ability to meet and deal with a wide range of persons in stressful circumstances, and to respond quickly and use sound judgment. Requires effective leadership skills to manage and motivate members of the department and the community to share in the communities need for law enforcement. The ability to effectively communicate by writing or speaking is very necessary. Must have the ability to maximize results with minimal resources.

This position requires a thorough knowledge of Federal, State and City statutes and ordinances, and effective grasp of appropriate investigation techniques and practices. Also requires knowledge of personnel law and appropriate risk management concerns. Ideally, will live within ½ mile of City limits but at least near to Langley and not be dependent on ferry service.

Qualifications Desired

- Five years' experience as a police officer, preferably with an assignment that involved supervision.
- A college degree in a related field to law enforcement is preferable or a combination of training and experience necessary to demonstrate the ability to perform the position

Application for this Position

Please Submit

- A Resume
- Pre employment application: [Click Here for Pre Employment Application](#) (also on City website at www.langleywa.org)
- Written 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

Submit your materials to: Civil Service - Confidential
PO Box 366
Langley, WA 98260

Application review will begin immediately with interviews starting on or after Feb. 14th. The position will remain open until filled. Informal discussions with the mayor and others prior to an interview or the submission of an application or can be arranged as time permits.

Salary

Competitive and based on experience. Benefits similar to other departments.

Supplemental Questions

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. Please tell us why it is a good time in your career to come to the City of Langley and what your long-term career goals are.
4. Given the complex issues around racism, sexism, homophobia and policing today, how do you feel about recent movements calling for police reform; and specifically, what policies and procedures do you think are warranted for police departments in general (not specifically the Langley Police Department)?
5. When questioning or directing someone you have pulled over or apprehended, how do you determine if they can hear you (ascertain if they are deaf or not), comprehend what you are saying (due to language or mental state limitations), and deescalate a situation if direct communication is very limited?
6. What protocols would you follow when encountering a victim of rape (differentiate procedures for child and adult victims)?

More About Langley



Originally platted in 1891, Langley is a waterfront village on Whidbey Island, the second-largest saltwater island in the continental United States. The town faces north and east and is nestled into a watershed that drains into a small harbor. Whidbey Island rests in Puget Sound between the Olympic and the Cascade Mountain ranges carved out of volcanic deposits left behind by massive glaciers that extended to Seattle and beyond. The town is situated on the traditional homeland of the Snohomish tribe and was a summer home and stopping point for numerous other Coastal Salish people. Snohomish people have played an integral yet sadly mostly unrecognized role in the city since it was founded.

Offering a small-town (population approximately 1,200) atmosphere within an hour's journey (including the car ferry trip) from urban Seattle, Langley's signature characteristics include: popular center of local commerce, strong seasonal economic impact from visitors, 70-year-old cinema, several quality restaurants, deep pool of resident artists and performers, active agricultural lands, community involvement in local government, seasonal events and festivals, home of the Whidbey Island fair, accessible beaches, surrounded by forests, a 250-seat performing arts center that presents local as well as world-class entertainment, and a small marina with boat ramp. For more information, visit our website at www.langleywa.org

Langley is a popular vacation destination and beautiful seaside town located on the southern end of Whidbey Island in the Puget Sound. Some call this area "Seattle's Cape Cod." We live in Island County, which encompasses Whidbey Island, Camano Island, and a few tiny islands. Together these islands have a population of approximately 90,000. Whidbey Island is 50 miles long but, in many places, less than a few miles wide, and has stunning views of both the Cascade Mountains and the Olympic Mountains. We have active farming and logging on the island, and tall pine trees, deer, bald eagles, and other wildlife abound. Driving around Whidbey, one often has the feeling of driving in a National Park. In the ocean we often see seals, porpoises, and sometimes orca and gray whales.

Our area is known for its scenic beauty, outdoor activities, cultural events and more. In the summer, people enjoy sailing, fishing in the ocean (mostly salmon, halibut, flounder) and nearby lakes, kayaking, biking, hiking, festivals/fairs, and cultural events. Langley is home to the South Whidbey Port Authority's limited-service marina (<http://portofsouthwhidbey.com>). Nearby freshwater lakes have fishing, swimming and water skiing. The Whidbey Island Fairgrounds in Langley hosts an annual fair that includes carnival rides, 4-H events, music, food, and other family fun activities. We are 45 minutes north of Seattle (after a short ferry ride). In the winter, we have ski resorts nearby such as Steven's Pass (www.stevenspass.com) and numerous cultural events. The temperature is fairly moderate year-round, with only a few days each year below freezing or above 80 degrees. People who live here love it and the sense of community we have cultivated. Many of our residents have chosen to live and work here because they put quality of life issues above the higher salaries they might be able to obtain working for larger municipalities. Our preference is to have officers live in town to help build a sense of community, however, it is not required as we understand finding affordable housing within city limits has been increasingly challenging. Efforts to create more affordable housing for workforce level needs are now underway and there will likely be several hundred new units available within a year or so. We hope that you will find yourself at home on Whidbey, whether it be as soon as you begin your position as an officer or once you have grown to know the island.

Langley aspires to be a progressive and innovative community. In our Police Department, we have had two women officers in the past. In 1920 we had the first all-female city council and mayor in the United States. Our current mix of department heads and council members is 50/50 female/male. Lately we have been taking the lead on issues of inclusivity for not just women, but also other historically marginalized people. Within our government we have a Dismantling Systemic Racism (DSR) advisory board and have provided training on anti-racism as well as ethics, sexual harassment, substance abuse, and other important topics. We believe in equal employment opportunities (EEC) and within our City staff we do not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. We are looking for an individual who embraces diversity and understands why the inclusion of all races and backgrounds is an important value for our community, and who is prepared to protect residents from those who might behave otherwise.

Despite our small size, we have a lot of active community and faith-based organizations in and near Langley, and a very involved residents who care a great deal about the environment and fair treatment of all people. We also serve as the center of activity for south Whidbey Island. Here are some of the organizations located in Langley:

City of Langley www.langleywa.org

Langley Chamber of Commerce <https://visitlangley.com>

Holmes Harbor Rod and Gun Club <http://www.hhrodandgun.com>

Whidbey Island Fair <https://www.whidbeyislandfair.com>

RACE (Real Actions Create Equity)

Youth of Color Collective

Readiness to Learn (alleviates poverty and closes the equity gap for youth and families)

South Whidbey Yacht Club (mostly small sail boats)

Whidbey Children's Center (before/after school care K-5th grade)

Whidbey Children's Theater

Whidbey Dance

Whidbey Island Center for the Arts (<https://www.wicaonline.org>)