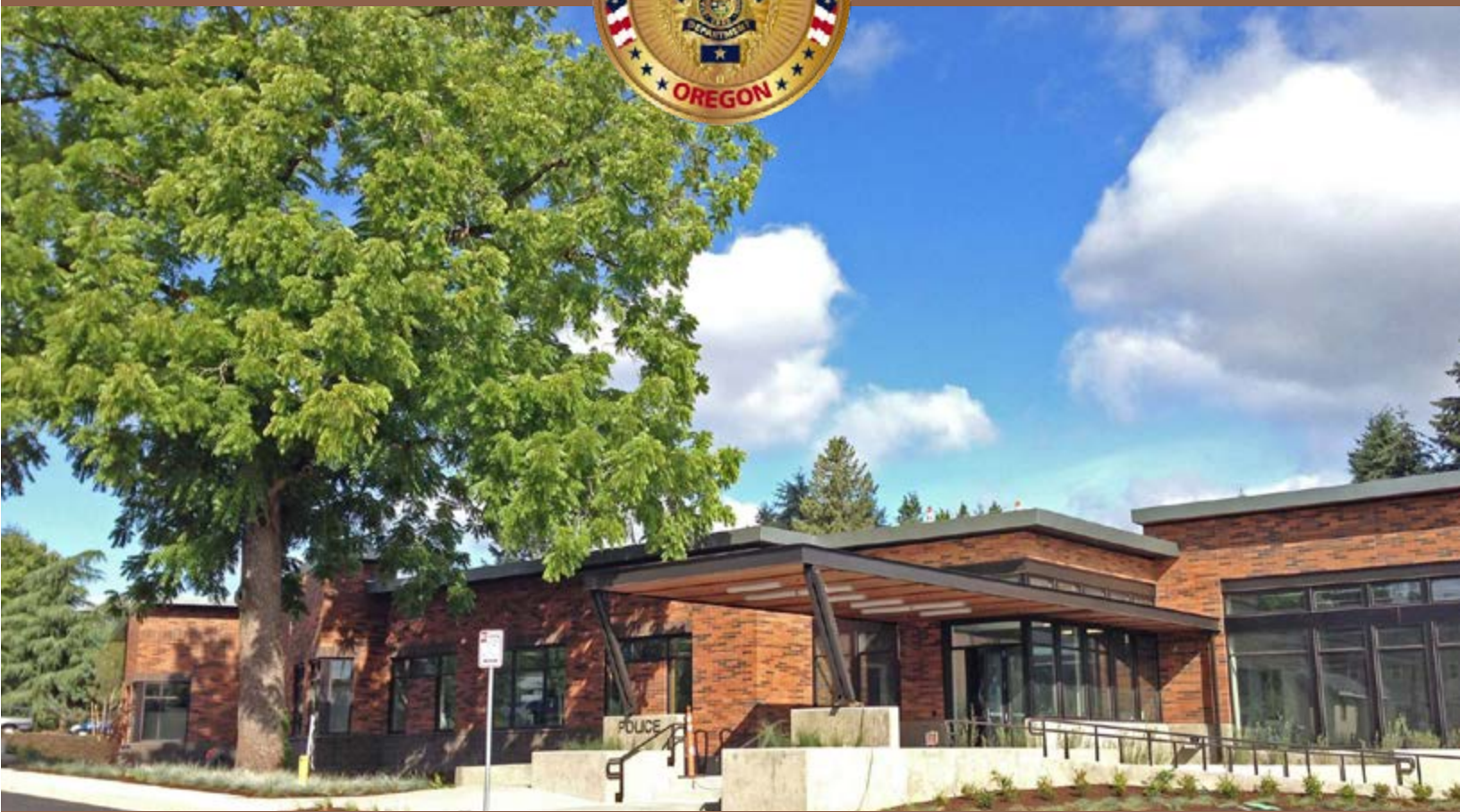


Chief of Police

City of West Linn, Oregon





The Opportunity

The City of West Linn offers an outstanding career opportunity for a talented, committed, and engaging leader to become the next Chief of Police for the West Linn Police Department. Consistently ranked as one of the safest and most desirable places to live in Oregon, West Linn offers outstanding schools, quality of life, and unbeatable regional attractions. The Chief will lead a well-resourced agency, operating from a new facility, and staffed with officers truly dedicated to community service.

The Community

West Linn, Oregon, is located approximately 10 miles south of Portland along the Willamette River in Clackamas County. Bordered by the beautiful Willamette and Tualatin rivers, farmland, and natural areas, West Linn is known as the “city of hills, trees and rivers,” where residents enjoy scenic views of the Willamette Falls and Mount Hood and are in close proximity to many of Oregon’s greatest attractions such as the Cascade Mountains, Oregon Wine Country, the Columbia River Gorge, and the Oregon Coast. The City has a total area of approximately 8 square miles, a population of 26,859, and a median household income of \$92,342.

The community takes great pride in its heritage formed around the Willamette Falls at the end of the Oregon Trail, as well as numerous annual events including Movies and Music in the Park, The Great West Linn Outdoor Adventure, an Ugly Holiday Sweater Dash, a Community Tree Lighting, annual Street Dance, Locks Festival, and an Old Time Fair. West Linn is situated at the junction of the Willamette and Tualatin Rivers, providing a venue for a number of waterfront activities. Mary S. Young Park and Willamette Park are just two of West Linn’s 32 stunning parks, both of which are

used year-round by fishermen, and, in the summer months, by swimmers and picnickers. The City’s parks and library consistently rank among the best in the region.

West Linn enjoys high ratings for livability and safety. Awards and recognitions in 2015 include making the list of *Money Magazine’s Best Places to Live 2015*; *Family Circle Magazine* named West Linn as one of the top 10 cities to raise a family; *Only in Your State* ranked West Linn as the safest and most peaceful place to live in Oregon; and West Linn was named the third safest city in the state by *Value Penguin*. Vibrant neighborhoods, community involvement, and award-winning schools make West Linn one of the finest residential areas in the state.

The schools serving the City of West Linn have a reputation for exceptional quality and high standards. West Linn High School is ranked 5th in the state by *US News & World Report Best High Schools*. District SAT scores are among the highest in the state, and approximately 90 percent of all high school graduates go on to attend college.

The City of West Linn

Incorporated in 1913, the City of West Linn employs a Council-Manager form of government with a Mayor and four Councilors, who act as the board of directors of the City of West Linn municipal corporation. West Linn is a full-service city with a biennial budget of nearly \$94 million. The City’s finances are stable as a result of careful forecasting and budgeting. There are 12 departments employing 130 FTE’s that include: City Management, Human Resources, Finance and Municipal Court, IT, Facility Services, Public Works & Engineering, Community Development, Police, Streets, Water, Wastewater & Stormwater, Parks & Recreation, and Library. Fire protection is provided by Tualatin Valley Fire & Rescue (TVF&R).

The West Linn Police Department

The West Linn Police Department is a service-oriented Agency whose mission is “We are committed to providing superior police services by enhancing the quality of life to the West Linn community through dedication, collaboration and innovation.” The Department is staffed with 31 sworn officers and six professional support staff. The Council has established a seven-member Public Service Advisory Board as a citizens advisory committee to partner with the West Linn Police Department as a cooperative and supporting conduit to the community. Reporting to the Chief is a Captain that oversees Administration, a Detective Sergeant and 2 Detectives, and a Lieutenant that oversees the Patrol Division which is staffed with five Sergeants and 19 officers. The department annual budget is \$8 million.

The West Linn Police Department prides itself on providing superior service to its citizens and is held in high regard by members of the community. In turn, the community has made tremendous investments in the Police Department, including a

new facility completed in 2014, along with excellent equipment and training opportunities for its staff.

The Position

This at-will position is a key member of the City Manager's Leadership Team and provides day-to-day management of the Police Department.

Key responsibilities of this position include, but are not limited to, the following:

- Exercises leadership to provide responsive and effective police services that are consistent with the City's goals and policies and meet the expectations of the community.
- Coordinates activities and projects with other departments, governmental agencies, the schools, City Council, and the community to ensure open and responsive communications and appropriate service.
- Oversees preparation and administration of the Department budget and is accountable for budget decisions and overall budget performance.
- Develops contacts with community members and other governmental and law enforcement agencies as appropriate to evaluate, plan, monitor, and improve service delivery.
- Responsible for comprehensive professional development of officers and professional staff. The Chief bears overall responsibility for the recruitment, selection and hiring, performance planning, management and appraisal, coaching, counseling, training, and appropriate use of the progressive disciplinary system.
- Coordinates law enforcement services with LOCOM, Clackamas County, the State of Oregon, and other cities and counties to

address specific needs; evaluates the feasibility of combined services.

Challenges and Opportunities

The next Chief of Police will be presented with a number of known challenges and opportunities:

- Key among these challenges and opportunities will be a number of anticipated retirements. The Captain has a pending retirement and the Lieutenant recently left the department for a promotional opportunity with the Oregon Police Academy in Salem. These departures will create key opportunities for the new Chief to build an effective leadership team with a clear and communicated vision.
- In 2017, a West Linn police officer was terminated after making social media posts that were viewed as offensive by the community and were not in alignment with the City of West Linn and the West Linn Police Department. The case is in arbitration. The West Linn Police Department continues to work to reinforce its commitment to the community following this event.
- Like many police agencies in the United States, the West Linn Police Department is facing challenges with the recruitment and retention of its sworn staff. Interestingly, many of the qualities that make West Linn such an attractive place to live and work, present additional challenges in this area. With very low crime, and a high proportion of service calls from the community, some officers seeking a more fast-paced environment are restless. The next Chief will be presented with the need to engage officers in sufficient training to keep skills sharp, create a thriving culture in the Agency, and ensure the Agency is recruiting service-oriented officers at the ground floor. Succession planning and external assignments also play a role in addressing these issues.



The Ideal Candidate

The ideal candidate will have a demonstrated track record of successful leadership in a municipal police department, including extensive community engagement. Specific attributes that are particularly linked to the success of the next Chief of Police include:

- An unimpeachable track record of ethical conduct and commitment to place the highest importance on ethical conduct within the West Linn Police Department.
- A persistent desire to personally engage with the community, as well as to seek ways to increase the West Linn Police Department's community engagement efforts. The City of West Linn is a tight knit community and the next Chief should expect to continually engage various aspects of the community, face-to-face when at all possible.
- While the community of West Linn is not culturally diverse, its diversity is increasing and there exists a strong appreciation and acceptance of diversity and desire for fostering the principles of inclusiveness. The next Chief of Police should have values that are similarly aligned and promote those values throughout the Agency.
- The next Chief of Police's leadership style should be highly communicative and collaborative, with an ability to motivate members of the Agency toward a clearly communicated vision. The Chief should have a servant leadership style, always seeking to first meet the needs of the officers and support staff before his/her own. Both the citizens of West Linn and the members of the Agency will appreciate a Chief that is occasionally seen working alongside the officers in the field. The Chief should coach, inspire, and motivate – and not simply manage.
- The Chief should expect to fully integrate within the City Manager's Leadership Team and assist in achieving Council goals and citywide initiatives, policies and projects.
- A progressive attitude, along with a desire for learning and continued improvement will help the next Chief of Police in ensuring that the West Linn Police Department is not only providing superior service, but providing service in a manner that is contemporary and leverages the advantages of modern technologies.

Minimum Qualifications

Education: Requires graduation from a four-year college with a degree in law enforcement or related field.

Experience: Five years progressively responsible experience in police services, with a minimum of three years in a senior level administrative position is required.

Any satisfactory equivalent combination of experience and training as determined by the City Manager may be substituted for the above.

Must possess a DPSST management certificate within one-year of appointment.

Compensation and Benefits

The annual salary range for the Chief of Police is \$102,018 to \$139,239. Placement within the range is negotiable and dependent upon qualifications (DOQ). The City offers an outstanding benefits package which includes retirement benefits provided by the Oregon Public Employees' Retirement System (PERS).

To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. Interested candidates should apply by **February 26, 2018** for optimum consideration. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter, a comprehensive resume, and five professional references.

The position is considered open until filled with a review of resumes scheduled for the week of March 15, 2018. Interviews are tentatively scheduled for the week of March 26, 2018. Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this candidate profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position.

Interested candidates are encouraged to contact Mr. Greg Nelson at (916) 630-4900 with confidential inquiries and questions regarding the recruitment process.



The City of West Linn is committed to equal employment opportunity as a way to recruit, hire, and retain the most qualified employees.