



POLICE CHIEF

\$120,616 - \$147,600

Plus Excellent Benefits

Apply by

June 3, 2018

(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Located just east of Everett and north of Seattle, Monroe enjoys numerous advantages and the convenience of being a regional retail and commercial center while maintaining the livability of a small town.

Monroe offers a unique combination of family-friendly, high quality lifestyle with easy access to a wide variety of educational, cultural, and recreational opportunities.

If you are looking for an opportunity to make a difference in a beautiful and stable community surrounded by the best the Pacific Northwest has to offer, this is the position for you!

THE COMMUNITY

Located in Snohomish County at the intersections of State Route 522, State Route 203 and U.S. Highway 2 with a population of 18,350, Monroe is 33 miles northeast of Seattle and 15 miles southeast of Everett, Washington. Officially incorporated in 1902, Monroe has a rich history as an important stop on the Great Northern Railway which pushed over the Cascade Mountain Range at Stevens Pass.



Today Monroe is a lively and active community in transition, changing from a small rural town into a city of regional significance providing services and employment for residents in the Skykomish River Valley. Monroe has a vibrant historic business district and a strong regional retail and commercial area serving more than 45,000 residents in southeast Snohomish County. The City is home to institutions and events of county and statewide importance including the Monroe Correctional Complex, Evergreen State Fairgrounds and Evergreen Speedway, the only NASCAR track in the Northwest.

New residents are moving to Monroe seeking affordable housing in newly developed and established neighborhoods, good schools, and easy access to outdoor recreation and employment centers near Seattle and Everett.

City residents and visitors take advantage of the city's proximity to Stevens Pass, the Skykomish River, and numerous local parks and trails including the 60-acre Lake Tye Park, which hosts regional athletic events including the National Wakeboard Tour and Tri-Monroe Triathlon; the 90-acre Al Borlin Park, located near the city's historic business district and next to the Skykomish River; and the Lewis Street Boat Launch offering year-round access to world-class salmon and steelhead fishing.

THE CITY

The City of Monroe operates under a strong Mayor/Council form of government. The voters elect seven City Council members, in a non-partisan election, to serve four-year terms. The Mayor is elected by the voters and is the chief executive and administrative officer of the city.

The Mayor is in charge of all departments and employees. The Mayor hires a City Administrator to oversee and supervise all departments, except the police department, and to assist in the coordination and liaison of city business between the City Council and city departments. The Mayor may delegate authority over the police department to the City Administrator. The Mayor and Council establish priorities for the City Administrator through adoption of the annual budget and strategic objectives designed to help achieve the city's mission.

Services provided by the city include Water, Sewer, Parks, and Police. Monroe is in excellent shape financially, with very healthy capital reserves. The City has a 2018 budget of \$90,057,561 including the general fund budget of \$17,495,386 and employs 117.55 FTE's.

Departments of the City include Administration, Police, Public Works, Finance, Community Development, Parks & Recreation and Municipal Court.

THE DEPARTMENT

The Monroe Police Department is dedicated to the pursuit of excellence in providing professional law enforcement services to the City of Monroe including investigations of crimes, citizen calls for service, proactive policing, security, code enforcement, and traffic enforcement services. The department has specialty assignments including members of a multi-agency SWAT team, K-9 handlers, motorcycle traffic officers, drug recognition experts, Investigative and ProAct Units, and a school resource officer.



Monroe officers and staff are also encouraged to develop expertise in specialized areas of law enforcement which can be used for investigations, training and assisting other agencies.

The department supports multiple community events each year including National Night Out Against Crime, Shop with a Cop, Citizen's Academy, Coffee with a Cop and many more. Large scale community events such as the Monroe Fair Days Parade and the Evergreen State Fair occur every summer.

The Operations division responds to roughly 23,000 calls for service yearly with 34 commissioned officers, along with a civilian Community Service Officer, a part-time Domestic Violence Advocate and a part-time social services worker as part of the Community Outreach Team. The Administrative division serves the department with nine civilian staff supporting operations as well as case management, records disclosure, evidence and services to the public. City residents passed a 0.1% sales tax in 2015 which generates approximately \$400,000 per year in funding dedicated to public safety.

The department's total operating budget for 2018 is \$7,600,512.

The Monroe Police Department, in conjunction with inside and outside partners and stakeholders, formulated a Strategic Plan in 2017 to work with the community to:

- Combat Crime to Enhance Community Safety and Quality of Life
- Promote Community Involvement
- Provide Openness and Transparency
- Support Professional Development

THE POSITION

Under the direction of the Mayor, the Chief plans, directs and coordinates all aspects of Police Department operations and administration, prepares the Department's annual operating budget, oversees investigation of major crimes, and performs a variety of public relations activities with local business and community groups, and other law enforcement agencies.

Other responsibilities include:

- Provide leadership and vision for the Department, establishing goals, objectives and priorities, set goals and performance criteria. Monitors effectiveness of goals and implements corrective actions when necessary.
- Recruit and retain qualified personnel consistent with applicable laws, regulations and civil service procedures; ensure that personnel and resources are allocated in a manner that provides staffing levels that meet the City's public safety needs.
- Resolves operational and administrative Department issues, evaluate training and equipment needs, evaluate progress of major investigations, and discuss special Department programs.
- Establishes a standard operating policy manual governing police officer training and performance and Department administrative practices. Keeps informed of legal updates and adjusts accordingly.
- Evaluates community crime patterns and develops short and long-term strategies and plans to reduce crime, including changing police patrol priorities, establishing temporary task forces, acquiring specialized equipment, reassigning personnel, and proactive prevention.
- Makes public presentations to business and community groups, and meets with civic organizations, regarding Department activities, City crime patterns and crime prevention.
- Active participant in organizations or committees with representatives of neighboring law enforcement agencies regarding operational issues, joint investigations and issues related to jail or other contracts.
- Confers with the City Attorney and Prosecutors regarding case trends and changes or interpretation of criminal codes.
- Meets with individuals to discuss complaints regarding police enforcement activities and individual officer conduct and investigates or oversees the investigation of allegations.
- Evaluates subordinate employees and oversees Department personnel practices, evaluating and taking appropriate action in response to employee grievances and disciplinary cases, in keeping with established City personnel regulations and the conditions of adopted labor agreements.
- Prepares the department's annual operating budget recommendations and monitors monthly departmental revenues and expenditures against authorized budget limits.
- Recommends modifications in labor agreements covering Department employees and participates in labor/management negotiations.
- Attends all City Council business meetings, making presentations when needed. Attends City Council work sessions as needed.
- Actively participates in legislative proposals and recommends City positions on legislation affecting police operations and law enforcement.
- Actively participates with other jurisdictions to maintain effective coordination of agency law enforcement efforts.
- At the direction of the Mayor and City Council, assume a leadership role in important community and regional matters. Serve as liaison between the City and civic groups, neighborhood representatives, residents, businesses, and regional governmental agencies, neighboring cities, and Snohomish County. The Police Chief may frequently represent the City to a wide variety of groups and organizations.
- Support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, display initiative to resolve problems and capitalize on opportunities in the job, ensure safety procedures are followed and work with Risk management as necessary, and maintain a work environment supporting fair and equal treatment of employees within Equal Employment Opportunity guidelines.

OPPORTUNITIES & CHALLENGES

Team Building and Leadership: The ability to provide mentoring will be important in this organization as the Department works to develop a cohesive and functional team focusing on training new officers and planning for attrition. The new Chief must have experience with team building and developing trust with all units in the Department.

Community Relationships: The City and the community expect a new chief to take ownership and be involved. The new Chief will have to work to maintain the ties with key community leaders and organizations, which are critical to the support the goals of the Strategic Plan as well as critical to the successful management of a community-oriented police force.

Community Issues: As is the case in many communities, there has been an increase in homelessness, opiate use, and mental health issues. Monroe is very sensitive to these problems and has actively sought methods to combat these issues. It is expected that the new Chief will be able to implement innovative solutions for addressing these areas of concern.



IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in criminal justice or related field, and ten (10) years of commissioned experience in a qualified federal, state, county or municipal law enforcement agency including five years' experience in law enforcement administration management is required. A Master's degree may be substituted for up to one year of management experience. Candidates will be required to live within thirty (30) miles of the City of Monroe Police Department.

Necessary Knowledge, Skills and Abilities:

- Knowledge of technical and administrative aspects of crime prevention, law enforcement, rules of evidence and related functions such as investigation, patrol, traffic control and safety, criminal identification, record-keeping and the care and custody of prisoners.
- Ability to work effectively with diverse populations.
- Ability to communicate clearly and concisely, orally and in writing, including complex information and technical data, and the ability to make public presentations.
- Must be a self-confident, dynamic, tenured leader who can demonstrate a strong mentoring ability, including the ability to listen, show compassion, and an appropriate sense of humor.
- Ability to establish and maintain working relationships at various levels, including the ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Experience developing, implementing and maintaining effective record keeping systems, procedures and policies.
- Prior experience with issues related to law enforcement services involving homelessness, chemical dependency, mental and behavioral health.
- The ideal candidate will be highly motivated, with a strong desire to move the Department forward by communicating the long-term plan and vision for the organization.
- A willingness to instill a culture of consistent accountability at all levels within the organization.
- Experience using social media as an avenue for police community outreach, and the ability to take an active approach in promoting and providing public information about the department.
- Experience working closely with various Federal and State agencies.
- Ability to work collaboratively with other department heads, taking a flexible approach to issues and ideas.
- Experience with municipal law enforcement services (delivery and administration) and community policing.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

COMPENSATION & BENEFITS

- **\$120,616 - \$147,600 DOQ**
- Medical, Dental, & Vision Insurance
- LEOFF2 Retirement
- 3% Deferred Compensation Match
- 8 Hours Sick Leave Per Month
- 10 Paid Holidays
- 10 Days of Exempt Leave per year



Please visit:
www.monroewa.gov

The City of Monroe is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 3, 2018** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



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