



CITY OF LIBERTY LAKE

Chief of Police

Recruitment Announcement



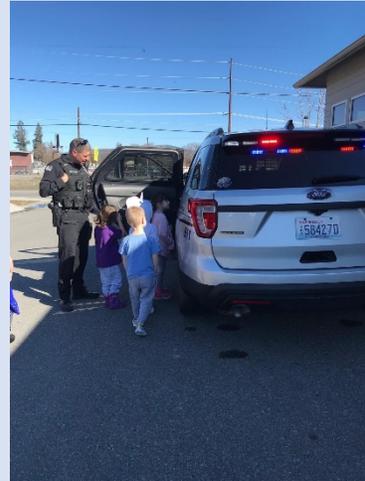
The City of Liberty Lake invites you to an exciting opportunity to live and work in a picturesque, friendly and growing community. With a supportive community and dedicated officers, Liberty Lake is seeking a civic minded, visionary leader for its Police Chief.

The police department is a value-based organization with the primary mission of partnering with the community to create a safe and desirable place to live, work, learn and play. We are a thriving and welcoming community known for our outstanding volunteers, schools, and businesses. We are proud of our abundant parks, trails, summer events, and farmers market. We are most proud of what makes Liberty Lake truly shine, our people.



COMMUNITY PROFILE

Incorporated in 2001, Liberty Lake has evolved into a thriving city that promotes its sense of community through events and programs to enhance its neighborhoods and provide a sense of belonging and inclusion. We are known for our beautiful parks, open space, trail system and three golf courses within the city. Enjoy the four-season climate and numerous recreational activities within walking distance. The city is bordered by Liberty Lake to the south, the Spokane River to the north and surrounded by picturesque mountains. The population is 11,000 and Liberty Lake is consistently in the top 10 safest cities in Washington State. Liberty Lake is served by Central Valley School District. There are two grade schools, a middle school and currently building a new high school, Ridgeline, with an anticipated population of 1,600 students. The city has its own school resource officer.



CITY GOVERNMENT

Liberty Lake operates under a Mayor-Council form of government. The Mayor, elected by the people to a four-year term, is the executive officer of the city. The city has a city administrator that coordinates the day to day city operations. The council is the policy-making branch and consists of seven members elected at large to a staggered four-year term. The Police Chief reports to the City Administrator.



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POSITION OVERVIEW

The Police Chief performs responsible, professional, administrative and supervisory tasks in directing the operations and activities of the Police Department. Duties vary broadly and encompass all aspects of municipal law enforcement service, including administration, patrol, traffic control, criminal investigation, crime prevention and records management. This position is supervised by the City Administrator through general consultation and review of adherence to federal, state, and local laws, policies and procedures. Supervision, direction and personnel management of department staff is required.



IDEAL CANDIDATE: PROFILE

For this key position, the City of Liberty Lake seeks a skilled leader with excellent oral and written communication skills who is comfortable speaking with various groups, elected officials, neighborhood/community groups, and the media. The candidate must be familiar with the operational and policy issues associated with a medium-size law enforcement agency.

The Liberty Lake Police Department has an excellent relationship with the local community. The successful candidate must actively maintain and further develop these positive relationships, have a can-do attitude, and appropriate sense of humor, and be approachable.



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The ideal candidate will have experience and demonstrated success in the following areas:

- Contemporary policing and staffing methods in a high-performing department
- Providing high-level management and leadership to the Department
- Providing regular, inclusive communication to all Department members
- Showing support for all employees
- Team building and staff development
- Hands-on leadership, integrity and accountability
- Commitment to innovative policing practices
- Building a functional and cohesive team with measurable outcomes that align with the Department's core values
- Ability to make timely and informed decisions



IDEAL CANDIDATE: EXPERIENCE, EDUCATION, TRAINING, MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required. A combination or accumulation of applicable work-related experience and/or educations may be recognized as sufficiently meeting the pre-requisites outlined.

- Minimum of five years' experience as a municipal police officer
- Minimum of three years in a supervisory position within a police organization
- BA or BS degree in a related field
- Completion of a minimum of five leadership classes



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CITY OF LIBERTY LAKE CHIEF OF POLICE RECRUITMENT ANNOUNCEMENT

- Completion of an advanced leadership course of instruction such as the FBI National Academy, Northwest Command College, Leading Police Organizations or PERF's Senior Management Institute for Police.
- Must meet all requirements of RCW 43.101.095, Washington State Peace Officer Certification, and obtain certification within six months of employment as well as a valid Washington State driver's license.
- Must meet eligibility requirements required by State law to hold the position of Police Chief (RCW 35.21.333)
- All candidates will be subject to a comprehensive background investigation including polygraph and psychological examinations.
- Candidates who have been separated from commissioned law enforcement activities for two years or longer will not be considered for this position



COMPENSATION

The City of Liberty Lake proposes an annual salary of \$115,000 negotiable for this position. Employees receive generous employer contributions (90% for employee and dependents) towards coverages for medical, dental, and vision (100% for employee and dependents).

Other benefits include:

- 10 holidays
- Accrue 10 vacation days first year (accruals increase with years of service).
- 8 sick hours per month
- Sick leave cash out upon retirement (up to 640 hours).



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- \$3,000 annual HRA-VEBA contribution.
- Basic life insurance policy equal to one time the annual salary
- Long-term disability plan
- Medical reimbursement account for out of pocket medical costs

The City is a member of the State Law Enforcement Officers & Fire Fighters Retirement System (LEOFF II) and does not contribute to social security.

The Police Chief is an FLSA exempt position.

RECRUITMENT SCHEDULE

September 1, 2020	Application Period Opens
September 30, 2020	Application Packets Due
October 2, 2020	First Review of Candidate Packets
Week of October 19	Candidate Interviews

APPLICATION PROCESS

To apply for this position, please submit:

- A resume (three-page maximum)
- Your response to the supplemental questions below (one-page maximum, per question– see instructions)
- 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 electronically to:

Attention: Cynthia West
Liberty Lake Police Chief Application Materials

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

Email: cwest@waspc.org

All packets are due by 5:00 pm on September 30th, 2020.



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Questions can be addressed to Michael Painter, WASPC Director of Professional Services at mpainter@waspc.org or by calling (360) 292-7959.



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. The City of Liberty Lake wants its Police Chief to be part of the community. Describe your experience with community engagement and what steps you will take to become part of our community.
2. Please explain why you want to be the City of Liberty Lake's next Police Chief. Provide examples of how you possess the knowledge, skills, and abilities that uniquely qualify you for this position.
3. Provide examples of your experience working as part of an integrated local government leadership team. How would your union, peers, subordinates, and supervisors describe your leadership and communication style?

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



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