

# CITY OF DES MOINES, WASHINGTON



*The City of Des Moines, Washington, is a beautiful waterfront community located on Puget Sound. Water views, natural beauty and great neighborhoods make this City an ideal place to live.*

## Police Chief Recruitment

Salary: \$109,128 to \$132,636 (DOQ)

Excellent Benefit Package

**Application Deadline: February 21, 2012**



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## The City

Des Moines is a waterfront community of approximately 30,000 residents located 20 miles south of Seattle and minutes north of Tacoma on Puget Sound. The City offers an excellent blend of quality homes and neighborhoods, many with mountain and water views, natural beauty, and a variety of business opportunities. Within the City are two business districts. One is a traditional downtown with restaurants and retail shops, all adjacent to a City-owned 850-slip marina. The other district houses retail stores, lodging, offices and easy access to Interstate 5 and Seattle-Tacoma International Airport. Des Moines' six miles of Puget Sound shoreline includes public beaches, natural areas and waterfront parks.

Recreation in and around Des Moines is diverse and abundant. Snow-skiing areas are an easy hour away, while Puget Sound offers boating, sailing, fishing and beachcombing to water enthusiasts. City and county parks are accessible and are beautifully maintained.

The City encompasses approximately 5.6 square miles and is home to Highline Community College and a satellite campus for Central Washington University.



Since incorporation in 1959, Des Moines has been a solid community with a distinctive small-town atmosphere. Residents join with community leaders to enhance the waterfront character of the City and work together to promote effective planning and growth management policies.

## City Government

The City of Des Moines operates under the Council-Manager form of government with a seven member City Council with the Mayor selected by the Council. The City Manager is appointed by the City Council and serves as the chief executive. Departments reporting to the City Manager include Police; Planning, Building and Public Works; Finance; Legal (City Attorney); Parks, Recreation and Senior Services; and the Marina. The City operates its own Municipal Court and has a Storm Water Utility. Water, sewer and fire/emergency medical services are provided by special districts. The total City budget for 2012 is approximately \$43.8 million, including the capital budget. The General Fund is approximately \$15.8 million. There are 146 FTEs, of which 125 are full time and 21 are part time or seasonal. There are three unions: the Police Guild, the Police Management Association, and the Teamsters, which represents maintenance workers.

## The Department

The Des Moines Police Department consists of 49 dedicated professional personnel, who realize that all units must work together to be effective in crime suppression. The Department has 37 full time commissioned personnel, which includes two Commanders, seven Sergeants, five Detectives and 22 Police Officers. The 12 civilian members of the Department include Senior Secretary, Office Manager, Evidence Specialist, and six Records Specialists. The Police Department's 2012 budget is approximately \$7.7 million.

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## The Position

The Police Chief reports to the City Manager and is a key member of the City's executive leadership team. The Chief manages and directs all police functions in the City and oversees the short and long-term planning activities of the Department, including annual review and updating of the Department's strategic plan. He or she communicates and works collaboratively with the City's other department directors and is the main connection between the public and other government officials regarding law enforcement/crime issues. It is the Chief's responsibility to work on resolving sensitive issues and public concerns. The Chief advises the City Manager and City Council of critical issues, decisions, and actions. He or she develops and oversees the Department's annual budget, and controls and monitors expenses to assure fiscal responsibility and cost consciousness.

The position has been vacant since the retirement of Chief Roger Baker in June 2010. Commander John O'Leary has been the Interim Chief since then and has announced that he intends to retire from service at the end of June 2012. After Chief Baker's retirement, the City commissioned an organizational review and performance audit of the Department -- conducted by Matrix Consulting Group from Palo Alto, CA -- to assist in identifying the Department's strengths and opportunities for improvement and the desired qualities and characteristics the City should look for in its next Chief.

## Issues and Priorities

- Make a visible, concerted effort to meet and establish rapport with all key stakeholders within the organization and the community, including City Council, City Manager, department heads and staff, citizenry and others.
- In light of the organizational review and performance audit conducted by the Matrix Consulting Group, perform a needs assessment of the Department.
- In collaboration with the City Council, City Administration, Police Department staff, and all other stakeholders, review, implement and incorporate into the Department's Strategic Plan, applicable and appropriate recommendations from the Organizational Review and Performance Audit conducted by the Matrix Consulting Group and the Chief's needs assessment of the Department.
- In collaboration with stakeholders, maintain, evaluate and update the Des Moines Police Department Policy Manual at least annually with state law changes, case law changes, federal mandates and best practice.
- Establish and maintain rapport with outside key agencies and organizations such as SCORE, Valley Comm, King County Police Chiefs and WASPC.
- Collaborate with the other stakeholders of Pacific Highway South (Kent, SeaTac and Federal Way Police Departments; Washington State Patrol; Highline Community College; and Metro Transit) to devise proactive approaches to combat criminal activity.
- Continue and enhance the positive relationships between the Police Department and other City departments.
- Continue the established positive rapport and relationships with the Des Moines Police Guild and the Des Moines Police Management Association.
- Foster a proactive mindset to law enforcement and an environment of community-oriented, problem-solving policing.
- Uphold consistent performance expectations for Departmental employees across all ranks and hold individuals accountable. Provide praise, constructive feedback and discipline in a consistent manner on a regular basis.
- When appropriate, seek input from all members of the Des Moines Police Department when making decisions.

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- Evaluate the current command structure and make any needed changes.
- Support and ensure the continuous professional development of departmental staff.
- Reach out to neighboring departments and ensure that the Des Moines Police Department is seen as an active, contributing player in regional issues.

## Personal and Professional Characteristics

The City of Des Moines seeks an experienced law enforcement executive who is as comfortable and effective dealing with administrative tasks as he/she is working the street. An energetic and motivational individual with the ability to make things happen, Des Moines' next Chief should be approachable and personable and possess a history of community involvement, preferably in leadership roles. The Police Chief should demonstrate a genuine respect for a diverse community and be highly visible and active within the community and with the City's management team. The ideal Police Chief will keep in touch with the officers and the challenges and issues they face on a daily basis and stay abreast of recent advances in methodology and technology within the law enforcement field.

The successful candidate will demonstrate a sincere interest in gathering input from all parties concerned in order to make fully informed decisions. However, he or she must also be capable of making tough decisions in a timely manner when necessary. The Chief should lead by example, demonstrate personal and professional integrity beyond reproach, and communicate a sense of vision backed by specific goals and objectives with a plan to achieve these goals through measured success. He/She will serve as a visible, approachable ambassador of the community, while remaining cognizant and sensitive to the needs of all members of the Police Department.

The competitive candidate will exhibit an open, straight-forward communication style and will be a good listener who deals with all employees and citizens in a consistent manner.

## Qualifications

Candidates should have ten years of increasingly responsible experience in the field of law enforcement administration, including at least five years as a Chief, Assistant/Deputy Chief or Commander. Must have or be able to obtain within one year of appointment, a Washington State Basic Law Enforcement Certification or equivalency. The ideal candidate will have experience with labor relations and be able to interact successfully and positively in a suburban environment. Experience in a Council-Manager form of government and strong public relations skills are desired. A track record of forming collaborative partnerships with neighboring agencies is also desired.

A Bachelor's Degree in Law Enforcement, Police or Public Administration, Criminal Justice Administration, or a closely related subject is required. Master's Degree or advanced management training is desirable.

## To Apply

To apply, please send a cover letter and resume by **February 21, 2012**, to the mailing address below or via email to [sbowman@desmoineswa.gov](mailto:sbowman@desmoineswa.gov).

City Manager's Office  
City of Des Moines  
21630 11th Ave. S.  
Des Moines, WA 98198

The most highly qualified applicants will be selected to respond to a written questionnaire. Finalists will be invited to interview before two or three staff/community panels and participate in a community reception/open house.

The City of Des Moines is an Equal Employment Opportunity Employer.