



City of
Pacific

RECRUITMENT ANNOUNCEMENT

POLICE LIEUTENANT

The City of Pacific seeks an energetic, forward-looking manager to assist the Chief of Police in leading the Pacific Police Department into the future. This is an exciting opportunity to enhance your career in a supportive community and make a large impact on our mission, vision, and values.

The mission of the Pacific Police Department is to make the City of Pacific a safe place to live, work, and play.

Our vision is to be recognized as the standard of excellence in small-city policing.

- *Internally, every employee will believe that the Pacific Police Department is a great place to work.*
- *Externally, our community will believe the department is a proactive, progressive, and professional organization committed to making our city a safe place to live, work, and play.*

We value positive attitude, excellence and quality in all we do, accountability, clear direction, team work, and learning.



Pacific Police Department

Craig Schwartz, Chief of Police
100 3rd Avenue SE
Pacific, WA 98047
(253) 929-1130



About the City of Pacific



Statistics

- **Population:** 7,178
- **Median Age:** 33
- **Households:** 2,383
- **Average Calls for Service:** 8,060
- **2019 Department Budget:** \$2.05 million
- **12 Commissioned and 1.5 Support staff**



The City of Pacific is primarily in King County, Washington, with the southern end of the city in Pierce County. Its neighbors are the cities of Algona, Auburn, Sumner, Milton, and Edgewood. The City of Pacific was formed as an agricultural community in the mid-1800s and incorporated in 1909.

Pacific is managed with a Mayor-Council form of government. The council consists of seven members, and an elected Mayor, who serve four-year terms. The council is supported by a City Administrator reporting to and under the direction of the Mayor. The City Administrator is responsible for overseeing and coordinating all city departments, programs, and finances. The City has over 60 employees with a 2019 budget of over \$20 million.

About the Department

The Department has 14 employees, 12 of which are commissioned officers to include the Chief of Police, a Lieutenant, and two Sergeants. Additionally, there is one full-time Police Specialist and a half-time Police Specialist.

There are 6 patrol officers, a traffic officer, and one detective. Pacific Police officers also participate on the Major Crimes Task Force with the Coalition of Small Police Agencies.

The Pacific Police Department's vision is to set the standard of excellence in small-city policing and be seen by our community as a professional, proactive, and progressive police department.

The Pacific Police Department is committed to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance the security and safety in our community. To support this mission, we will work in strong partnership with the community.



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Salary:

- \$9,117 – \$10,403 Monthly

Benefits:

- 12 Holidays
- Vacation, sick leave, comp time
- Medical, dental, vision insurance through AWC
- Take home car
- Education Premium: 2% for AA degree, 4% for BA degree, 6% for MA
- Longevity pay

Licenses & Certificates:

- Peace Officer and supervisor Certification
- Basic Law Enforcement Academy (or ability to complete equivalency academy for out of state candidates)
- Valid Washington State Driver's License

Ability to:

- Manage the day-to-day operations of a division of the Police Department
- Understand City Ordinances, Civil Service Regulations, Labor Agreements, and related laws and WAC
- Exercise authority in a positive manner for the maintenance of discipline and departmental objectives
- Instill confidence in and compliance with department rules, regulations, policies, procedures, and general orders
- Supervise and evaluate performance of subordinates and interpret evolutions for correcting deficiencies in a positive manner

Education/Experience:

- At least one and a half (1.5) years experience as a Sergeant or higher ranking commissioned officer with a general authority law enforcement agency.
- High school diploma/GED; Completion of college classes in management, public administration, Criminal Justice, or related field is highly desirable.



ABOUT THE POSITION

Under the direction of the Chief of Police, plan, organize, coordinate, and manage the day-to-day operations of either the Operations or Support Services Division requiring extensive skill and experience in communication, management, judgment, and law enforcement; supervise and evaluate the performance of assigned personnel; perform the duties of the command duty officer as required.

FUNCTION

This is a management-level position involving the day-to-day oversight and long-range planning within the Police Department. The primary function of the Police Lieutenant is to protect lives and property within the City of Pacific by performing work directly related to the management and general operations of the Police Department. Positions in this classification manage the work of both commissioned and non-commissioned personnel.

The Lieutenant manages law enforcement and support activities, including (but not limited to) training, investigations, patrol, property, and records. This position assists in planning, staff supervision, and public relations. The Lieutenant works within well-established policies and procedures and exercises considerable independent judgment in the operation of assigned areas. The Lieutenant has on-call responsibilities. The position is non-exempt from department overtime under the Fair Labor Standards Act, and the position is covered by civil service regulation.



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Application Process

To Apply for this position, please submit:

- A **resume** (three-page maximum).
- Your **responses to the supplemental questions** below (one-page maximum, per question).
- A City of Pacific employment application (available online).

You must submit your packet (electronic packets preferred) to:

Attention: Laurie Cassell

Pacific Police Lieutenant's Application Materials

Mailing address:

100 3rd Ave SE

Pacific, WA 98391

Email: lcassell@pacificwa.gov

Open until filled. First review of applications on April 16, 2021

Applicants will be notified of testing date

Supplemental Questions

To Apply for this position, please submit:

1. Please explain why you want to be the City of Pacific's next Lieutenant. Provide examples of how you possess the knowledge, skills, and abilities that uniquely qualify you for this position.
2. The Pacific Police Department is in a period of cultural transition under new leadership. Provide examples of how you possess the knowledge, skill, and ability to work alongside and assist the Chief of Police in the development and growth of the Police Department. Provide an example of your experience with leadership, strategic planning, or visionary process.
3. Describe your direct experience in dealing with personnel issues, including mentoring and training, accountability practices, disciplinary due process, and grievances.



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