



## Job Announcement Assistant Chief of Police – Fife, WA

### FPD Mission Statement:

**The Fife Police Department partners with the community to strengthen mutual respect to ensure public safety for all and identify and solve problems.**

The City of Fife is seeking applications for the position of Assistant Chief of Police. The successful candidate will have a proven record of integrity, strong leadership, and the management, community outreach, and interpersonal skills to drive the Fife Police Department forward along the path of progressive delivery of police services.

### Community Profile

With majestic Mount Rainier as its backdrop, the City of Fife is the Northern gateway to Pierce County, Washington. Incorporated as a City in 1957, Fife is known for its high-end retail auto and RV dealerships, and thriving warehouse, distribution and manufacturing. Once a small farming town, Fife has grown into a hub of community, industry, and retail opportunities. The City continues to foster new residential neighborhoods and has a population of 11,150. Conveniently located between Seattle-Tacoma International Airport and the Port of Tacoma, the City covers roughly 5.7 square miles of land between the Puyallup River and Puget Sound.



A wonderful city to call home, with numerous established and proposed single-family and multi-family developments, Fife maintains a quiet neighborhood feel. There are nine parks to enjoy, with amenities that include an off-leash dog area, ponds, walking and biking trails, and ball fields and sports courts. An award-winning school district, free year-round special events, and miles of parks and trails add to Fife's distinction.

### City Government



The City of Fife operates under a Council/Manager form of government. The City Council consists of seven members, elected at-large to four-year terms, who serve as the legislative branch of Fife's government. They are also responsible for appointing the City Manager and the members of the City's Commissions. The City Manager serves as the Chief Administrative Officer for the City and is responsible for the operations and management of all city operating departments. City departments include Community Development, Finance, Municipal Court, Parks, Recreation & Aquatics, Police, Public Works, and Executive consisting of Administrative Services; City Clerk's Office; Human Resources; Legal; Information Technology; and Communications divisions. The City provides a full range of municipal services, with the exception of fire services, employs over 150 people in eight departments, and has a total city biennial budget of just over \$116M.

## Fife Police Department

The Fife Police Department is a full-service police organization with 45 FTEs and an annual budget of approximately \$9 million. The core values of the Police Department are based on community orientated policing. Public safety, community involvement, and customer service are priorities of the department. It is an innovative department utilizing advanced technologies, partnering with regional resources to provide the best possible level of service. The Department is heavily vested in the community. The largest complement of officers are assigned to the Patrol division. Other divisions and specialized units include Investigations, Emergency Mgmt., Traffic, Records, and Crime Prevention.

### Position Profile

The Assistant Police Chief is a non-civil service appointed position and reports to the Chief of Police. The Assistant Chief will assist in the planning and administration of the Police Department, as well as its policies and operations. One of two assistant chief positions is open.

The selected candidate will work closely with the Chief of Police and may assume full authority and responsibility for the department in the Chief's absence in rotation with the other assistant chief. They will be responsible for developing and maintaining a work environment that fosters leadership, integrity, and accountability.

The selected candidate will directly supervise, in coordination with the Chief of Police, either the administrative services division or the police operations division, and will coordinate with the respective supervisors in planning, organizing, and directing the work of their teams. Either assistant chief may be assigned a role in emergency planning/management role for the city.

### What We Are Looking For



The Fife Police Department is seeking a strong, decisive individual who demonstrates a clear command presence balanced with well-developed interpersonal skills. Given the unique nature of the department, the Assistant Chief of Police must place a high premium on customer service.

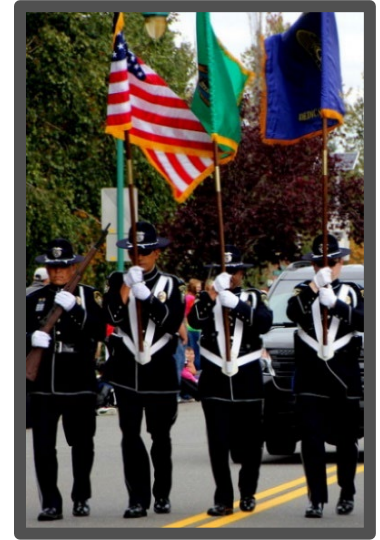
The successful candidate will lead by example, setting the tone of honest, ethical behavior, demonstrating integrity beyond reproach. The Fife Police Department plays an integral role in the daily operations of the City of Fife. They must be a consensus builder who can easily and comfortably interact with a variety of constituencies and partner agencies. The Assistant Chief of Police must be able to function effectively in a very public role within the broader framework of a multi-faceted political environment. They must be able to quickly identify the appropriate opportunities to provide input from their perspective as the department's representative and be able to articulate their points in a concise and efficient manner.

The Assistant Chief of Police must be a good listener, skilled communicator, and team builder. They will represent the department on a variety of internal and external panels and coalitions. The Assistant Chief of Police must be a proactive and energetic participant in these endeavors, and provide strategic input from the department's perspective, as well as from the City's broader perspective. Must be a highly skilled leader and manager of people. As one of the senior leaders within the department, they will partner with the Chief of Police in driving change and continuous improvement. They must have the ability to identify and analyze issues, prioritize tasks, and develop alternative solutions, as well as evaluate courses of action and reach logical conclusions. The Assistant Chief of Police must be able to handle personnel issues in a timely, fair and consistent manner and generate a feeling of inclusiveness and genuine respect for others throughout the department.

## Minimum Qualifications

Any combination of education and experience that provides the necessary knowledge, skills, and abilities to be able to perform the functions of the position:

- Bachelor's degree in criminal justice, Public Administration, or related field, with a graduate degree preferred. Graduation from the FBI National Academy, Northwestern School of Staff & Command, Senior Management Institute for Policing or similar law enforcement leadership institution is preferred.
- Seven years of progressive law enforcement experience including three years of demonstrated supervisory experience, at the time of appointment, in a law enforcement agency of comparable or larger size and complexity to the Fife Police Department.
- The ability to obtain certification as a Washington State Peace Officer.
- Successful completion of a comprehensive background check including polygraph and psychological examination.
- Candidates that have been out of active law enforcement for more than two years will not be considered for this position.



## Salary and Benefits

Salary will be commensurate with experience, within the range of \$120,855.00 up to \$193,370.00 annually with a comprehensive benefits package which includes:

- FLSA: EXEMPT
- Vacation: 12 days per year, max accrual 240 hours per year
- Sick Leave: 12 days per year, max accrual 1600 hours
- Holidays: 13 days per year
- Bereavement: Up to 3 days with pay per year
- Longevity: 3% upon 5th year and an additional 3% upon 10th year of employment
- Retirement: LEOFF
- City paid professional associations dues
- HSA/VEBA Health Reimbursement Account: \$2,500 individual/\$4,000 family, paid annually
- \$20,000 Life Insurance & Disability 100% paid by City
- High Deductible Medical, Dental w/dependent Orthodontia and Vision: 95% premiums paid by City for employee and dependents

## Application Process & Deadline

The Washington Association of Sheriffs and Police Chiefs is assisting in the search process. Applicants must submit a packet including a resume, and a detailed cover letter that describes your experience, leadership style, what knowledge, skills and abilities uniquely qualify you for this position, and why you are interested in the position. **Packets are due by 5:00 PM on Friday, March 15, 2024** to be considered as part of the first review of candidates.

**Packets must be submitted electronically to the Washington Association of Sheriffs and Police Chiefs and to the attention of Rachele Harwood at the contact information below.**

**Mailing address:** WASPC  
Rachele Harwood  
3060 Willamette Drive N.E.  
Lacey, WA 98516

**Email:** rharwood@waspc.org

**Questions:** Contact Michael Painter, Director of Professional Services  
Washington Association of Sheriffs and Police Chiefs  
Phone: (360) 292-7959 Email: [mpainter@waspc.org](mailto:mpainter@waspc.org)



***Please do not contact the police department employees with inquiries about this position.***

The City of Fife is an Equal Opportunity Employer.

The City prohibits discrimination against any individual in regard to hiring, promotion, discipline or other employment practices. Everyone is treated equally regardless of age, gender, race, creed, color, national origin, sexual orientation, or the presence of any physical, mental, or sensory disability marital or veteran status, or any other basis that is protected by local, state, or federal law.