

NOW HIRING

# CITY OF RITZVILLE

## Chief of Police





## POSITION SUMMARY:

The Police Chief plans, organizes, directs, and evaluates the activities of the Police Department under the direction of the Mayor. This position ensures that the protection of life and property is carried out in a just and objective manner and is underpinned through community policing. To achieve this objective, the Chief directs law enforcement activities; oversees staff schedules; and directs patrol, traffic enforcement, code enforcement, emergency response planning, and in-service training. They also work seamlessly with other City departments and adjoining jurisdictions, to include county and state agencies.

This position has managerial responsibility for the administration of the departmental budget and provides leadership in developing and implementing department sponsored programs and services. The Chief develops and maintains strong working relationships with elected officials, the public, the media, social service agencies, the court system, and other law enforcement agencies.

The Chief of Police must live within the City limits or at a maximum of 5 miles from the City of Ritzville. The Chief of Police is required to be able to respond to emergency situations within 10 minutes.



## SCOPE OF WORK:

The Chief directly reports to an elected Mayor. All police department employees report to the Chief. The Chief is expected to develop and maintain positive relationships with all City employees to achieve common goals that best serve the residents of Ritzville. This position requires both administrative and patrol experience. The Chief works in the office, as well as on the street providing patrol service and conducting criminal investigations. This position is FLSA exempt.

## City Information:

Ritzville is located at the intersection of Interstate 90 and U.S. Highway 395 in Eastern Washington in the heart of wheat country. The City's website is available at [www.cityofritzville.com](http://www.cityofritzville.com).

Ritzville, with a population of 1775, is a growing municipal jurisdiction in Adams County, Washington. The municipal government is a Mayor/Council form of government with elected council members and an elected mayor. Mayor Scott Yaeger was elected in November of 2023 and has served 18 years on the City Council. Ritzville boasts a supportive and collaborative work atmosphere between the administrative and legislative bodies and efforts are being made to ensure a seamless executive transition.

Ritzville's core government services include the Administrative Clerk's Office, the Police Department, and Public Works (including Water, Sewer, Street Maintenance, and the Cemetery).

The Ritzville Police Department offers a unique and rare opportunity for a conscientious community-minded individual looking to continue to uphold our high standards of community relations. The Police Department operates out of a separate facility from City Hall and is dispatched by the Adams County Sheriff's Office. The department enjoys a positive and cooperative working relationship with all surrounding local, state, and federal agencies.





## QUALIFICATIONS:

Bachelor's degree in a law enforcement related field and 10 years of law enforcement experience including a minimum of 5 years in police supervision as a Police Sergeant or higher rank. Candidates that have been out of active law enforcement for more than 24 months will not be considered for this position. Management experience at a police agency equal in size to Ritzville or larger is a bonus.

Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job may be considered when assessing the candidate's qualifications and suitability for this position.

### Licensing and Certification:

- Valid Washington State driver's license with clean driving record free from serious or frequent violations.
- Applicant must meet the requirements of RCW 43.101.095, Peace Officer Certification.
- Successful completion of a comprehensive background investigation that includes a Polygraph, Psychological Evaluation, Medical Evaluation, Drug Testing

### Compensation:

The City of Ritzville has established an annual salary range of \$80,000-\$110,000 for this position. Employees receive a generous health insurance package that includes medical, dental, and vision coverage.

### Other benefits:

- 11 paid holidays
- 11 personal holidays
- 12 vacation days
- 12 sick days
- Membership in professional organizations

This position is a member of the Washington State Department of Retirement – Law Enforcement Officers and Fire Fighters System (LEOFF II).



# APPLICATION DETAILS

## Recruitment timeline

Position Posting:	May 6, 2024
First Review of Submissions:	June 10, 2024
Candidate Interviews:	Tentatively June 26 & 27, 2024
Background Process:	Following Interviews
Finalist Reports to Duty:	TBD

## The Application

To Apply for this position, please submit:

- A resume (three page maximum)
- A detailed cover letter (two page maximum) describing your experience, leadership style, and why you are interested in position.

Electronic packets must be submitted to Rachelle Harwood at Washington Association of Sheriffs and Police Chiefs (WASPC)

Email [rharwood@waspc.org](mailto:rharwood@waspc.org) Phone 360-486-2380

## Questions?

Contact Bryan Jeter, Washington Association of Sheriffs and Police Chiefs

Email [bjeter@waspc.org](mailto:bjeter@waspc.org) Phone 253-677-8576

Please do not contact town of Ritzville Employees or Elected Officials. Direct all questions about this position to Bryan Jeter

