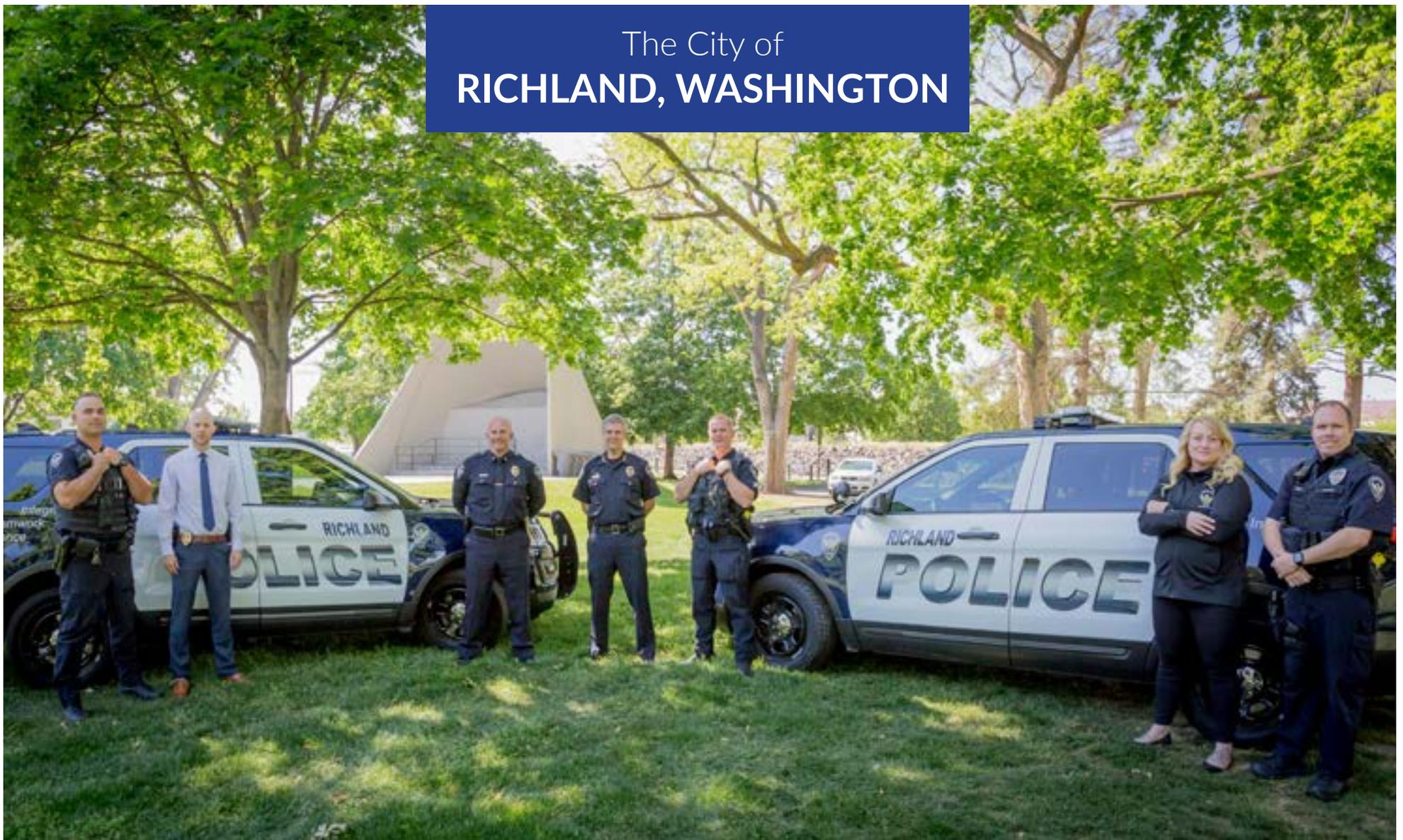


The City of  
**RICHLAND, WASHINGTON**



# Chief of Police

Recruitment Services Provided by Ralph Andersen & Associates



# Welcome to **Richland, Washington**

## ***The Opportunity***

*A tremendous career opportunity awaits the next Chief of Police for the City of Richland, Washington. Located in the heart of Washington Wine Country, Richland is a safe, high-quality city with well-educated residents. The Chief of Police will lead an agency with robust and impressive policing abilities, in a City with great schools, abundant sunshine, and recreational opportunities.*



## The Community

Richland is located at the confluence of the Columbia and Yakima Rivers in southeastern Washington in the heart of the Pacific Northwest. Richland and its sister cities of Kennewick, Pasco, and West Richland make up the Tri-Cities Metropolitan Statistical Area (MSA) with a total population of 283,830. Richland is the third largest city in the Tri-Cities MSA with 54,989 residents, covering 42.3 square miles.

Originally incorporated as a small farming community in the Mid-Columbia Valley, Richland now focuses on energy production, advanced research, environmental remediation, and technology. Richland is home to the Tri-Cities Research District with over 7,000 technology workers. The Research District is anchored by the Pacific Northwest National Lab, which boasts the second largest technology workforce in Washington State behind Microsoft, and the rapidly growing Washington State University Tri-Cities.

The Tri-Cities are the center of the \$3 billion Washington wine industry. Upon visiting Richland and the surrounding Columbia Valley, you will discover the “Heart of Washington Wine Country®,” with over 160 area wineries. The wine industry and agriculture in general play an important role in the region’s economy and culture.

The Tri-Cities region’s inviting waterways beckon water lovers from all over the region to enjoy sailing, power and pleasure boating, waterskiing, swimming, fishing, windsurfing, and much more. Due in part to the area’s exceptional climate, golf is another of Richland’s most popular sports. The area’s 10 beautiful courses challenge the most experienced golfer as well as the beginner.

Sports fans can enjoy the professional sports teams that call the area home: The Tri-City Americans (WHL ice hockey) and The Tri-City Dust Devils (Single-A baseball). Recreational enthusiasts may enjoy a bike ride along The Sacagawea Heritage Trail. The trail is a 23-mile multipurpose loop that runs along both sides of the Columbia River including areas along the Sacajawea State Park and the Columbia Point Marina on the upper end at the I-182 Bridge.

The cities of Richland and West Richland are served by the Richland School District (RSD), which has approximately 13,600 students and employs approximately 1,500 employees. The RSD approved a \$99 million school bond in 2017. RSD operates 10 elementary schools, 4 middle schools, 2 high schools, and many other educational opportunities. The school district is a recipient of the Washington State Quality Award – Achievement Level.

The Community of Richland is also home to the Washington State University (WSU) Tri-Cities, which was established in 1989 and sits on the western bank of the Columbia River. The university admitted its first freshmen and sophomores in the fall of 2007, making it a true four-year public university. WSU Tri-Cities is strongly supported by the community and is the home of the University’s Viticulture and Enology program. WSU proudly partners with the nearby Pacific Northwest National Laboratory (PNNL) in wine related research.

Also serving the area is the Columbia Basin College (CBC) Health Science Center. The four-story building was built to house the CBC’s Health Sciences programs, with more buildings and programs to be added in the future.

The City and its citizens are proud of the community’s high quality of life, that includes higher education opportunities, outstanding health care providers and facilities, cultural and recreational amenities, and municipal services that consistently score very high in community surveys. The City receives wide recognition for the beauty of its integrated parks, river-shore, commerce centers, living spaces, and economic opportunities. Richland residents also enjoy a favorable cost of living and one of the lowest crime rates in the state.



# The City of Richland

The City of Richland holds strong the values of teamwork, integrity, and excellence; demonstrating such under a council-manager form of government. Voters elect seven at-large City Council Members who represent the entire community, not individual districts. From among themselves, Council Members elect a Mayor. The Council sets policies, adopts ordinances and the annual budget, approves contracts, appoints individuals to boards and commissions, and hires the City Manager.

The City Manager is the Chief Executive Officer and hires personnel, supervises daily operations, and oversees enforcement of laws and preparation of the annual budget. An Assistant City Manager and Department Directors are responsible for the City's day-to-day services and programs within the divisions they supervise.

Richland delivers a variety of public safety, street maintenance, basic utility, and recreational services. The City is also an electric distribution utility, operates its own public library, and administers a regional emergency management and 911 dispatch center. The City has 529.15 FTEs and total annual budgeted appropriations of approximately \$265 million, with \$54 million in the General Fund.

## The Richland Police Department

The Richland Police Department is a progressive Agency whose mission is "to provide safety and service to the citizens of Richland and its visitors by providing high quality, proactive, and professional law enforcement services." The Department is organized into three Divisions: Field Operations, Support Operations, and Benton County Emergency Services. The City of Richland is the administrative jurisdiction for Benton County Emergency Services (BCES), which is further divided into the Southeast Communications Center (SECOMM) and Benton County Emergency Management (BCEM).

The Department is staffed with 65 sworn officers, 18.5 professional support staff, and 58.4 employees supporting the two divisions of BCES for 141.9 total FTEs. Reporting directly to the Chief of Police are two Captains, one Executive Assistant, and three BCES Managers. The FY 2019 budget for the Richland Police Department, including all Divisions, is approximately \$22.6 million. The Field Operations Division responds to approximately 30,000 calls for service annually.

The Richland Police Department is a sophisticated law enforcement Agency, operating under the Stratified Policing model and has a number of special units and task force commitments. Additional information can be found at [www.ralphandersen.com/jobs/police-chief-richland](http://www.ralphandersen.com/jobs/police-chief-richland).





## The Position

This at-will position is a key member of the City Manager's leadership team and provides day-to-day management of the Police Department, as well as the Benton County Emergency Services.

**Key responsibilities of this position include, but are not limited to, the following:**

- Informs and advises the City Council, through the City Manager and Assistant City Manager, on all law enforcement issues affecting the City. Provides law enforcement advice, opinions, and services to the City Council, City Manager, Assistant City Manager, and Department Heads.
- Reviews and interprets laws and regulations affecting the City. Directs and performs complex managerial work in the enforcement of laws and the preservation of peace within the community.
- Provides law enforcement advice, support, and information to Department Heads on proposed policy and procedure changes affecting Department operations.
- Provides oversight, leadership, and direction to the management staff in the BCES Division and serves as a member of the BCEM Board of Directors. If deemed necessary, assigns a senior police staff member as the Senior Manager at BCES.
- Identifies community law enforcement and public safety priorities; develops and implements programs to achieve established priorities; develops strategic priorities, goals, and objectives; and establishes criteria to determine efficiency and effectiveness of the Police Department. Develops service related issue plans for forecasting long-range Department operational and capital improvement needs and presents reports to the City Council, City Manager, and Assistant City Manager.
- Defines the responsibilities, authority, and accountability of all direct subordinates. Provides regular reviews and general guidance to direct subordinates.
- Directs cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons. Oversees federal, state, and private research and development grants. Determines the scope of work for which funds are needed and directs the proposal preparation and administration of grant funds.
- Directs and oversees the development and administration of the annual operating budget for the Police Department in collaboration with the City Manager's Office.
- Develops cooperative professional relationships with a variety of community partners and stakeholders.



# Challenges and Opportunities

The next Chief of Police will be presented with a number of known challenges and opportunities:

- Very recently, the Franklin County Public Safety Answering Point (PSAP) merged into the existing Benton County Emergency Services PSAP. The consolidation was a decade in the making and was accomplished very successfully. With oversight over BCES, the next Chief of Police must devote considerable time to nurturing strong working relationships with the partners involved and ensure stability and efficiency in this new delivery model for public safety communications in the region. At the same time, the next Chief must be an active leader throughout all areas of the Richland Police Department – especially when new in office. This will require exceptional skills in delegation, follow through, communication, and work ethic.
- While well-staffed, the Richland Police Department is not immune to the national challenges facing police agencies in recruitment and retention. The Department has been successful in attracting experienced officers that can enter the Department laterally but must ensure the Agency reputation continues to attract quality talent. Similarly, the next Chief will have the opportunity to make considerable investments into the mentoring and development of its next generation of leaders within the organization.
- The State of Washington has reduced funding for the State’s single police training academy. This has reduced the number of available academy allocations and increased the waiting period to enroll a new officer. The Chief enjoys a supportive City Manager and Council who have lobbied against these cuts but must also seek creative solutions.
- The Chief of Police must ensure the Department’s vision and direction are in alignment with the City of Richland’s overall vision and direction, and continually seek opportunities to engage the Department with the great City family.
- The new Chief will have the opportunity to evaluate whether the Department should consider state or national accreditation and, if feasible, lead that effort.



# The Ideal Candidate

The ideal candidate will have a demonstrated track record of successful leadership in a municipal police department, including extensive community engagement. Specific attributes that are particularly linked to the success of the next Chief of Police include:

- The Chief must have the ability to cast and communicate clear vision and direction for the Richland Police Department and ensure its successful execution.
- As much as possible, the Chief should practice management by walking around, seeking opportunities to engage officers and professional staff across all areas of the organization. The culture of the Department places high value on personal engagement.
- The ideal candidate will possess balanced amounts of vision and execution and will establish a culture of accountability throughout the organization.
- Experience managing a significant department budget will be highly valuable.
- With a large number of regional partners, city departments and community stakeholders, it is essential that the next Chief of Police for the Richland Police Department have a powerful ability to form and maintain strong, effective, and enduring relationships.
- The Chief should expect to fully integrate within the City Manager's leadership team and assist in achieving Council goals and citywide initiatives, policies, and projects.

# Minimum Qualifications

**Education:** A Bachelor's degree in criminal justice, police science, public administration, or related field. A master's degree and/or advanced training such as the FBI National Academy are preferred.

**Experience:** Ten years progressively responsible experience in police services, with a minimum of five years in a senior management capacity.

An equivalent combination of related training, education, and experience may be considered.

Out of state candidates must successfully complete the Washington State Criminal Justice Training Commission's Equivalency Academy within the applicable probationary period.



# Compensation and Benefits

The annual salary range for the Chief of Police is \$122,699 to \$171,787, dependent upon qualifications (DOQ). The City offers an outstanding benefits package which includes retirement benefits provided by the State of Washington Retirement Plan, supplemented by deferred compensation with the City matching up to 4% in contributions.

## To Be Considered

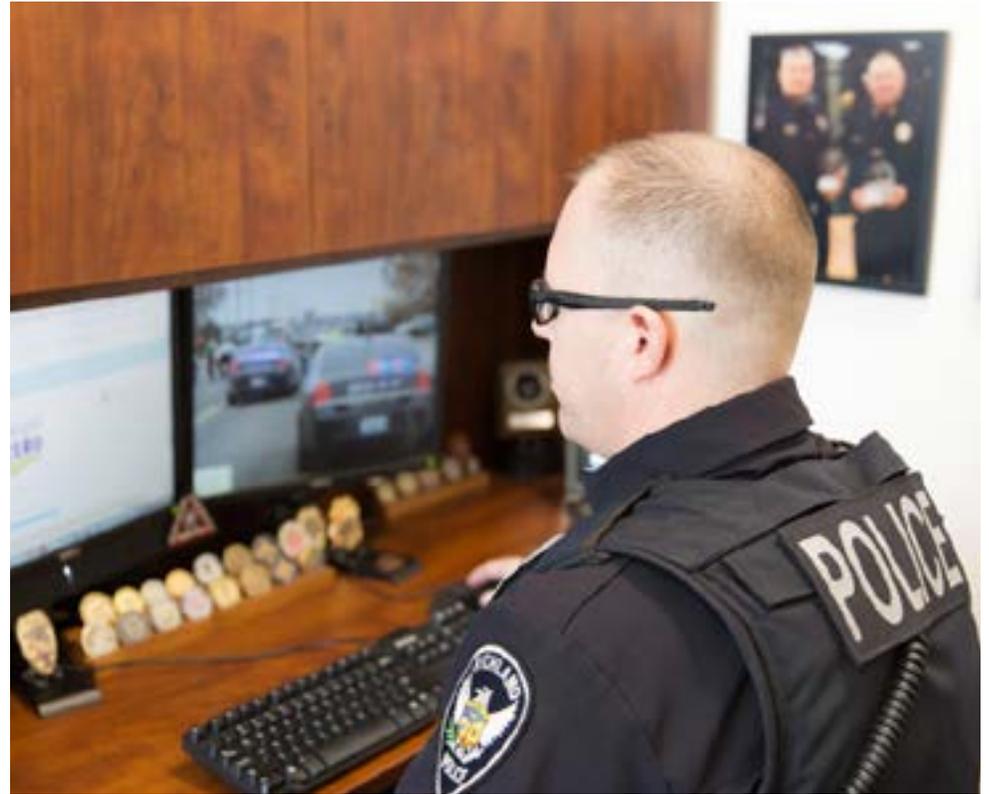
This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. This recruitment closes on **Monday, March 18, 2019**. To be considered, candidates must submit a compelling cover letter, comprehensive resume, and three professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Review and evaluation of candidates by Ralph Andersen & Associates will be done upon receipt of completed materials.

### Recruitment Timeline

- Recruitment Closes: March 18, 2019
- City Manager Review of Candidate Submittals: Week of April 8, 2019
- Interviews: Week of April 22, 2019
- Second Round Interviews and Community Reception: Week of April 29, 2019

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Confidential inquiries welcomed to Chief Greg Nelson (ret.) at (916) 630-4900.

***The City of Richland is an Equal Opportunity Employer.***





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