



**The City of Monmouth, OR invites applications for the position of:**

**Police Chief**

**Opening Date:                   October 11, 2021**  
**Closing Date:                 November 10, 2021**

Salary:                         \$7,874 - \$10,311 monthly  
                                      \$94,490 – \$123,733 annually

**This is an internal and external recruitment.**

**About the Community**

Incorporated in 1859, the City of Monmouth, Oregon is located in the Oregon's mid-Willamette Valley. Monmouth is surrounded by opportunities for employment, education, and recreation in a close-knit, small town community.

Home to Western Oregon University, WOU's 4,500 students and Monmouth's 10,000 city residents enjoy small college town amenities and events. The City has a diverse population at the University and in the area. Monmouth sees itself as an Inclusive City. The City Council recently updated and defined the city's values in 2021, with a commitment to improve community engagement and communications; delivery of quality, sustainable services and investment in infrastructure; and opportunity for all.

The City is known for being well-educated, with 88% of Monmouth's residents having some college education and a City library among the most used in the state. Recently, the City successfully ignited the downtown's transformation through redevelopment efforts promoted by a strong Monmouth Business Association, Chamber of Commerce and the Monmouth Urban Renewal Agency.

Despite being in the heart of wine and hop country, Monmouth was the last "dry" town on the West Coast, prohibiting alcohol sales until 2002. Today, downtown Monmouth is active into the evening hours with more variety, locally owned restaurants and businesses. During the summer, the City's Main Street Park is a popular destination. The 4th of July Festival and parade, Music in the Park, and other community events welcome locals and visitors. The city is working to include, connect and respond. The city's Police Department is an important part of building city connections.

**About Monmouth Police Department**

The Monmouth Police Department is responsible for providing law enforcement response 24 hours a day, seven days a week. Their services include patrol, community service officer, traffic, investigation, evidence processing and storage, police records management and administrative services. The

Department aims to create a safe community and a feeling of security through the highest quality of professional law enforcement services for everyone in the community. MPD staff are held to a set of professional standards promoting dedication, consistency, efficiency, and a positive relationship with everyone served.

Total events for the Department in 2020 totaled 8,564; this included 55 person crimes & offenses; 53 property crimes & offenses; 673 traffic warnings and 408 traffic citations. In 2019, there were 620 calls for service per officer, declining to 528 calls for service in 2020.

Seventeen people staff the department, organized into 16.6 positions who provide administrative, supervisory, patrol, community, office, and auxiliary/volunteer services. Roles include:

- Police Chief (described below)
- One Police Lieutenant assists the Chief with administrative duties and supervises the Sergeants, Patrol Officers, Detective and Evidence Technician.
- Three Sergeants supervise patrol activities, CSO, and reserve officers, rotating shifts every three months.
- Nine full-time police officers who handle a wide variety of calls for service with emergency and non-emergency response. Officers provide investigation of reported crimes and ordinance violations, traffic enforcement, crime prevention and education. Each officer strives to maintain a close relationship with community groups, business owners, and city residents. One officer is assigned to serve as a Detective in addition to patrol functions.
- One Community Service Officer, non-sworn, part-time, responds to nuisance code violations (animal complaints, abandoned vehicles, parking complaints, dog licensing compliance).
- Two full-time non-sworn employees (Records Supervisor and Records Clerk) provide office support, including Evidence Technician duties.
- Auxiliary and volunteers with usually two to five volunteer Reserve Police Officers.

### **About the Police Chief**

Reporting to the City Manager, the Police Chief is responsible to lead, plan, develop, and direct the day-to-day operations of the Monmouth Police Department. The Police Chief has specific duties of strategic planning, training all personnel, providing overall direction and duty assignment. The Chief sets departmental policy and procedure; develops and manages the annual departmental budget; applies for and manages grants; assesses departmental needs for equipment and programs; and oversees reporting.

The Chief directly supervises the Lieutenant and non-commissioned staff; has oversight of all investigations and the evidence room and process. The Chief serves on numerous professional and community-based committees; assures compliance with all State, Local, and Federal Laws; and, strives to maintain a positive working relationship with community members and criminal justice agencies.

The Chief will be a key city and community leader and expected to have the following knowledge, skills and abilities:

- Law enforcement, including state law and local ordinances
- Conducting investigations, local traffic enforcement, serving citations and testifying in court
- Strong oral and written communications

- Finance management including developing, implementing, and overseeing a budget
- Lead, coach, supervise, train, and develop staff. Supervisory work including staff hiring, training, duty assignment, supervision, discipline, and evaluation
- Customer service; effective leadership; time management; problem-solving; team building
- Foster teamwork and work collaboratively in a team environment with diverse populations;
- Adapt to change and cope effectively with conflict
- Make objective and unbiased decisions
- Excellent professional judgment and discretion in all situations and maintain highest standards of confidentiality and appropriateness;
- Work effectively and collaboratively with staff, other organizations, and the general public

## **Opportunities and Challenges**

As with all law enforcement agencies, the last two years have brought change to the Monmouth Police Department. The future Chief will need to lead and manage issues facing the department, including:

- Recruitment and retention of adequate police staff to maintain shift staffing all hours and days.
- Retirement of long-tenured sworn and civilian staff. Turnover, coupled with succession planning, has the department poised for growth to serve the community.
- Continuing to achieve Department accreditation, awarded first in May 2021 through the Oregon Police Accreditation Alliance. This showed dedication and commitment to the community by meeting and exceeding policy and training requirements and standards, and maintaining best practices as one of 46 Oregon Accredited Police Departments.
- Engaging in ongoing conversations begun with the community in 2020 about Department policies and practices related to use of force, implicit bias, and 8 Can't Wait change campaigns.
- Participating in Racial Understanding & Healing Workshop Training and Red Door Project classes focused on police practices, and calls for racial equity in the community.

## **Education & Experience**

At a minimum, applicants must have:

- A Bachelor's degree in Criminal Justice, Business Administration, Law Enforcement or related field
- Oregon DPSST Management Certificate
- A minimum of four (4) years of progressively responsible police experience that includes managerial and supervisory responsibilities with a similar-sized municipality.
- A valid Oregon class C Driver's License, First Aid/CPR certification, and DPSST Management Certification is required. DPSST Executive Certificate will be required within one year of hire.
- An equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described will be considered.

The successful applicant will be required to pass a pre-employment drug test and pre-employment background check, and successfully pass a post-offer medical and psychological examination.

Master's degree and/or DPSST Executive Certificate is preferred. Also not required but preferred: the successful applicant would live in Monmouth city limits. City policy has a residency standard for Department Directors to reside within 10 minutes' drive of city boundaries.

## How to Apply

Applications are due by **5:00 pm, Wednesday, November 10.**

Apply or send questions by email to Monmouth City Manager Marty Wine at [mwine@ci.monmouth.or.us](mailto:mwine@ci.monmouth.or.us). Include a city [employment application](#), resume and cover letter outlining your interest in the position. Be sure your cover letter identifies how you meet the qualifications outlined in this posting.

All applicants will be notified by email of their status. Late or incomplete applications will not be considered for review.

Women, veterans, and minorities are encouraged to apply.

Per Oregon Revised Statutes 408.225 and 408.230, the City of Monmouth grants preference in hiring and promotion of veterans and disabled veterans as defined by state law. If you are eligible and wish to claim Veterans' preference points, please indicate so on your application. Documentation of your eligibility must be submitted at the time you apply.

**City of Monmouth is an Equal Employment Opportunity Employer.** It is the policy of the City that all persons are entitled to equal employment opportunities and benefits regardless of race, religion, color, sex (includes gender, pregnancy, and sexual orientation), marital status, political affiliation, national origin, or any other classification protected by law. Discrimination on the basis of age, relationship, or mental or physical disability is also prohibited except where a particular position requires a valid occupational qualification.

## Selection Process

All applications will be reviewed for the expectations and requirements specified in this posting and the Police Chief job class specifications.

Best qualified candidates will be invited to an interview process that will include meeting with community members.

Applicants who successfully complete the selection process will, after a conditional job offer, go through a background investigation, credit check, medical and psychological assessment and drug testing. City of Monmouth is a drug free workplace, including marijuana.