

Police Chief

Tillamook, Oregon
www.tillamookor.gov

The City of Tillamook is looking for a dynamic, ethical and progressive leader to be their next Police Chief.



\$92,383 - \$110,256 Annually

Position Profile

The Police Chief is an at-will position that serves at the pleasure of the City Manager under a Council-Manager form of government. The Chief oversees all operations of the police department and is a key member of the City Manager's Executive Leadership Team. The Chief is counted on to be a trusted and collaborative member of that team.

Please refer to the position description and compensation package at www.tillamookor.gov/jobs. *The position is eligible for work after retirement with no hourly limit for qualified retirees (PERS and others).*



The Community

Tillamook Oregon has a population of just over 5,000 and is located on the beautiful and scenic northern Oregon Coast. Tillamook is surrounded by the beaches of the Pacific Ocean to the west and the mountains of the Tillamook State Forest and the Coastal Mountain Range to the east.

Located amidst a tangle of rivers and farm fields, Tillamook is renowned for its agriculture that stewards and cultivates the region's natural beauty. A highly successful dairy industry has led the name Tillamook to be frequently associated with dairy products, and tours of the sophisticated Tillamook Creamery are one of the most popular attractions in town. Restaurants in Tillamook think local, putting farm and ocean-to-table ingredients to good use in their dishes.



Tillamook has a long history of aviation dating back to the Second World War. Today, it has a public airport and an extensive aviation museum featuring blimps, pilot equipment, and historic airplanes.



The Tillamook area has multiple recreational opportunities including various hiking trails, more than 800 miles of navigable waters for kayaking, numerous hunting areas and ample crabbing, clamming, and fishing spots within Tillamook Bay.

Tillamook also has a robust historic downtown, featuring quaint shopping and dining. For additional opportunities, Tillamook is less than two (2) hours from the Portland Metro area.



The Department

The Tillamook Police Department has an authorized strength of eleven (11) sworn members and 2 non-sworn civilians.

Current department structure includes:

- Police Chief (Vacant)
- Police Lieutenant
- Two (2) Police Sergeants
- Seven (7) Police Officers
- Code Enforcement
- Executive Assistant





The Ideal Candidate

The next Tillamook Police Chief will be a solid and proven leader with a visible track record of strong leadership, which includes ethical leadership, professional development, a strong moral compass and impeccable integrity. The new Chief will be driven to lead, mentor and coach; they will be passionate about leadership.

The candidate must be an experienced leader, having served in a command level position and looking for their next progressive leadership opportunity. The competitive candidate will have experience leading a team, or group of sworn police officers and must have some experience running a police department, and/or a strong understanding of what it takes to do so. The City's standards are intentionally set high, as neither the city, the police department or the community will tolerate leadership shortcomings with this position. **This is a great opportunity for a strong, proven leader who is ready for their first Chief's position.**

The new Chief will be expected to set an example of professional and progressive police leadership and develop the police department into a model police agency. To accomplish this, the new Chief will be expected to engage with outside resources and opportunities and to operate under a philosophy of constant development and improvement. The new Chief will be expected to attain and retain accreditation through the Northwest Accreditation Alliance (formerly Oregon Accreditation Alliance), as a benchmark of agency professionalism.

The new Chief will be proficient at building relationships, have the ability to lead from the heart and support staff while maintaining a no-nonsense approach that sets high standards and expectations and holds employees accountable. They will be approachable, innovative and a team player.

Existing police department staff have provided input on the type of leader they hope to work for and that will be successful.

Department members expressed the desire to see the following personal traits in their new Chief;

- Compassionate
- Humble
- Patient
- Honorable
- Character and Integrity
- Empathy
- Accountability
- Resilience
- Family oriented
- Conscientiousness
- Reasonableness

Department members want their new Chief to lead them with the following strengths;

- Decision making
- Conflict resolution
- Empowerment
- Collaboration
- Adaptability
- Firm
- Fair
- Consistent
- Accountable
- Communication
- Motivation
- Respectfulness
- Integrity
- Shared vision

Challenges and Opportunities

The city, police department and community are in a time of transition in their police department, with the two most recent Police Chief's failing to leave a positive legacy.

The existing staff has demonstrated an unwavering commitment to the department and the dedication and desire to move in a positive direction. The City Manager is a strong supportive leader that is committed to the success of the police department.

Tillamook provides a special opportunity to lead a smaller police department with a closeknit family atmosphere. The family atmosphere exists within the police department, city staff and the community. **The stage is set for the next Chief to be successful and make an immediate and long-term impact on the police department and community.**

This position offers a competitive small-agency salary and attractive benefit package for the successful candidate. In addition to salary, the city is open to negotiating other possible incentives with the successful candidate.

Qualifications

To be considered for the position, applicants must meet the following minimum qualifications:

- Must be a certified police officer in the state of Oregon, or another state, with the ability to become certified in Oregon by attending an abbreviated 2-week academy. (Candidates needing to attend the full 16-week basic academy will be deemed unqualified)
- Must possess an Oregon Management certificate, or must possess the transferable equivalent from another state
- Must be able to obtain an Oregon Executive certificate within twelve (12) months of appointment, as a condition of continued employment
- Must be currently employed in a higher-level position (Captain, Lieutenant or similar, or higher) and must have served in that position for a period of two (2) years or more.
- Must have attended and completed some form of advanced police leadership training, such as;
 - Oregon Association Chiefs of Police *Law Enforcement Executive Leadership Institute*
 - Oregon State Sheriff's Association *Command College*
 - *Oregon Executive Development Institute*
 - Oregon Department of Public Safety Standards and Training *International Public Safety Leadership and Ethics Academy*

Qualifications will be reviewed/screened and any combination of the above may be deemed acceptable.

The following preferred qualifications will make the candidate more competitive:

- Possession of an Oregon Executive certificate.
- Possession of a bachelor's degree.

- Be a currently employed, or recently retired (6 months or less) Police Chief or Sheriff, or Second-in-Command (such as Deputy Chief, Assistant Chief, Undersheriff, or Chief Deputy).
- Be an active participant and served in the Oregon Association Chiefs of Police or the Oregon State Sheriff's Association.
- Be involved with agency accreditation at their current agency, with preference given to the Northwest (Oregon) Accreditation Alliance.

Application Process

If you are interested in this exciting opportunity, please submit the following application materials:

- Cover letter
- City of Tillamook job application
- Resume

(Applications without all required materials will not be accepted or considered for the position)

Submit application materials to:

City of Tillamook
Attn: Human Resources
210 Laurel Avenue
Tillamook, Oregon 97141

Or via email to: humanresources@tillamookor.gov

Questions regarding the position and/or police department should be directed to:

Jeff Groth
coachgroth@gmail.com
(503) 680-9968

Position will remain open until filled, with the first review period beginning on
Thursday June 06, 2024, at 5:00pm

Recruitment Process:

- *At first review period, applications will be screened for minimum qualifications*
- *Qualified applicants will be invited to participate in a video interview*
- *Sub-finalists will be invited to a one-day assessment/interview process that will include multiple interviews, a tour and luncheon*
- *Finalist(s) will be invited to a City Manager interview*
- *Selected applicant will be given a conditional offer and must pass a full background process including medical and psychiatric evaluation*

City of Tillamook Application for Employment

Complete the entire application, or it will be deemed incomplete and may not be considered.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:
Email Address:	Home Phone:	Work Phone: Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach DD214 for preference)
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, what is your current age?
Are you currently employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed by the City of Tillamook?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:
Are you related to any current City employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:
If required for position, do you have a valid CDL?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance:
How did you learn about this employment opportunity at the City of Tillamook? Check all that apply: <input type="checkbox"/> Ad in newspaper/publication _____ (please note which) <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website _____ (please note which) <input type="checkbox"/> Referral by employee <input type="checkbox"/> Other:		

SKILLS

Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, or expert).

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No			

WORK EXPERIENCE

Please detail your work history for the past 10-15 years. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment within the requested time period may be considered falsification of information. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: The City of Tillamook reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:



Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed (most recent position) From: To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Attach additional copies of this sheet if necessary.

Professional Reference

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

Personal References

1. Name: _____ Years known: _____

Email address: _____

Phone number: _____

2. Name: _____ Years known: _____

Email address: _____

Phone number: _____

3. Name: _____ Years known: _____

Email address: _____

Phone number: _____

PLEASE READ CAREFULLY, INITIAL EACH ITEM AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION:

- I certify that the information on this application and its supporting documentation is accurate and complete.
- I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date.
- I authorize the City of Tillamook to investigate, without liability, all statements contained in this application and supporting materials.
- I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment.
- If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment.
- I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.
- I understand that staff employees of the City of Tillamook serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.
- If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations.
- I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to PERS (Retirement System) or to an optional retirement program, if applicable.
- I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice.
- I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

VOLUNTARY SUPPLEMENTAL INFORMATION:

In accordance with Federal Guidelines for Equal Opportunity Employment, the City of Tillamook is required to keep records on employee's demographic information. Submission of this portion of the application is *completely voluntary* and will not affect your consideration for employment purposes.

SEX: MALE FEMALE

Date of Birth _____(mm/dd/yyyy)

RACIAL ORIGIN:

White (not of Hispanic origin)
 Asian or Pacific Islanders

Hispanic Black (not of Hispanic origin)
 American Indian or Alaska Native

