



**CITY OF SANDY, OREGON**

## **POLICE CHIEF**

**\$64,416 to \$84,528**  
*plus excellent benefits*

*Apply by January 10, 2010 (open until filled)*

***P*ROTHMAN**



## WHY APPLY?

This is an excellent opportunity for a talented public safety professional to lead a well-managed police department and make a difference in a growing community that takes pride in its history and quality of life. Sandy is a well-managed city with stable, progressive leadership.

## THE COMMUNITY



The City of Sandy serves as a gateway to Mt. Hood. Sandy is surrounded by an expanse of scenic rivers and wilderness areas, offering a wide variety of recreational opportunities. Nearby recreation includes Mt. Hood and the Mt. Hood National Forest, Sandy River, the Cascade Mountain range, and the

Columbia River Gorge. Sandy was named for the nearby Sandy River which was originally identified as the "Quicksand River" by Lewis and Clark; however, the name "Quicksand" gradually evolved into "Sandy."

The City of Sandy has a population of around 8,000, and is the commercial center of a rural area with a population of approximately 20,000. It is east of Portland and west of Mount Hood on the Barlow Road segment of the Oregon Trail (now US Highway 26). Sandy has a thriving business base, including many stores and services for visitors to the Mt. Hood Recreation Area. On the foothills of the Cascade Range, Sandy's elevation varies from 750 to over 1,000 feet. The climate is mild, but as with the rest of Oregon west of the Cascades, it rains a lot in the winter. The rain falls as snow on Mt. Hood, and Sandy residents enjoy the nearby opportunities for skiing, snowboarding, and snowshoeing.

Sandy benefits from being a small town that is separate from the Portland metro area. There is still a close sense of community, and residents watch out for each other, whether or not they are part of a formal block watch program.

## THE CITY

As with most Oregon cities, Sandy uses the "council-manager" form of government. The City Council members are unpaid volunteers who typically hold fulltime jobs in other areas. They are responsible for all city policies, legislation, and the city budget. The City Council



appoints a city manager, who is assigned responsibility of the day-to-day operations of the city, consistent with the policy direction set by the Council.

With a total staff of 58 FTEs and a biennial budget of \$36 million, the City of Sandy would be considered a "full service city." Departments include police, library, community services, public works, planning and development, parks, and administration. Fire protection is provided by Sandy Fire District 72.

The City has been innovative, starting and operating its own transit system and Internet service utility. The City has also been on the leading edge of environmental protection and livability, with high standards for neighborhood parks, protection of streams and wetlands, and city tree protection and "dark sky" ordinances.

## THE DEPARTMENT

The Sandy Police Department has enjoyed strong support from the community. Neighborhood groups and businesses have worked closely with the Police Department to solve problems. The City Council has, for several years, supported a School Resource Officer as a liaison to the Oregon Trail School District. The City supports a take-home patrol car program, and patrol cars are equipped with mobile digital terminals. Police staff, both sworn and civilian, have been extensively trained in modern law enforcement issues.

The Department's budget for 2009-11 is \$3.6 million. The Department responded to 8,431 calls for service in 2008 (including 3,033 traffic stops).



The Police Department includes twelve sworn officers (the chief, two sergeants, and nine officers), a records manager, a fulltime and part time code enforcement/animal control officer, and a part time records clerk. The Department benefits from a strong reserve program, a volunteer Chaplain, and an Explorers post.

Dispatch is handled by Clackamas County through an intergovernmental agreement. The City does not provide jail services. The City does operate a municipal court for traffic offenses and some misdemeanors, and a youth diversion panel for handling certain juvenile crimes.

The Police Department shares a building with the Sandy Library in the heart of Sandy's downtown, about four blocks from city hall. The Sandy police station serves as a hub for law enforcement agencies in east Clackamas County, and is frequently used by the Oregon State Police, County Sheriff, and other criminal justice organizations for meetings, writing reports, and interviews. The Police Department works closely with the Sandy Fire District, which serves both the City and the surrounding rural area.



The Sandy Police Department is a progressive department, striving to deliver quality personal service to Sandy residents and people visiting the community. Officers handle criminal investigations, traffic control/enforcement, and school resource functions. In addition, code enforcement officers handle city code violations, as well as dog control.

## THE POSITION

The Police Chief is responsible for managing all aspects of the Police Department. In addition to leading and directing the staff, this includes

budget management, grant application and administration, police station maintenance and operations, records management, human resources and purchasing functions for the Department, and operation of the Department's computer network. Except for payroll and accounting, there are few central administrative services available to the operating departments.



The Police Chief is a department head position, reporting to the City Manager, and is a key member of the city's management team, which includes the Community Services Director, Finance Director, Library Director, Planning Director, and Public Works Director.

The Police Chief manages the preparation of the annual operating budget for the Department and directs the assignment of personnel and training programs. Additionally, the Police Chief coordinates City law enforcement activities with other governmental and law enforcement agencies.

## CURRENT ISSUES

- The Police Department is in accreditation process. Achieving accreditation will be a high priority for the new Police Chief.
- Final design and construction of a new police station, planned to be completed in 2011.
- Staff professional development, along with developing progressive goals/feedback processes, will be important priorities for the new Chief.

- While the Department enjoys good relations with the community, continued community outreach with the business community and Chamber of Commerce will be a priority for the new Chief.
- As Sandy's minority populations continue to grow, the new Chief will need to find new ways of involving the Hispanic population in community policing.

## **THE IDEAL CANDIDATE**

- Highly ethical, exercising good judgment in all situations and circumstances, in both public and private life.
- A strong staff leader, motivating staff members by empowering them to get their jobs done, while at the same time providing clear direction to staff, and holding staff accountable for meeting the expectations of the City Council and the community.
- Experienced in all areas of police management.
- Visible in the community, and involved in community activities and organizations.
- A good listener, with a good sense of humor.
- A hands-on manager who will not hesitate to take a patrol shift to ease the burden on patrol officers, and to keep in touch with neighborhood patrol issues.
- Skilled in budget management.

The City is seeking a principled and accountable law enforcement management professional who has demonstrated leadership and management skills. The ideal candidate must have a successful law enforcement career, including comprehensive technical knowledge of modern practices and proven techniques of police management.

The ideal candidate will stay current in national policing principles and will have the ability to think strategically about future policing in a growing and changing community. He or she will take a proactive approach to police policies and operations and will have competence in data-based decision-making to support recommendations and actions. The ideal candidate should have strong command presence while being a results-oriented consensus builder who creates a positive work environment. Candidates should have a

positive approach to problem-solving and should be innovative in the development of department programs.

The new Police Chief is expected to become knowledgeable about policing-related legislative issues, labor relations laws, and practices affecting law enforcement. Sound budgetary experience with skills to set priorities in the use of limited resources is essential. The chosen candidate will have demonstrated abilities in leadership and administrative practices and principles, including budgeting, planning and forecasting, and the demonstrated ability to hold officers and non-sworn employees accountable.



The ideal candidate will be expected to be active in the community and to enact the City's core values. The ideal candidate will be a superb communicator and concise writer and will be expected to be a positive representative of the City and the Department at all times. This person must have excellent interpersonal skills, flawless integrity, and be accessible.

## **EXPERIENCE & EDUCATION**

This position requires a bachelor's degree from an accredited college or university in criminal justice, public or business administration or related field, and over eight years of progressively responsible law enforcement experience, including five years in a senior level, supervisory position. A combination of experience and training may substitute for formal education. A master's degree and/or completion of the F.B.I. National Academy or equivalent advanced program is preferred. Prior experience as a Police Chief is preferred but not required. Certification or ability to obtain DPSST Executive Certificate within one year of appointment is required.

## COMPENSATION

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- **\$64,416 to \$84,528**
- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave
- Administrative Leave
- Participation in Oregon PERS/OPSRP retirement plan.
- Medical, Dental, Prescription Drug benefits
- Life Insurance
- City-paid Health Club membership
- Deferred compensation plan



CITY OF SANDY, OREGON

For more information about the City of Sandy, please visit:

<http://www.ci.sandy.or.us/>

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The City of Sandy is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **January 10, 2010** (first review, open until filled). To apply, please send a completed application, letter of interest, answers to the supplemental questions and resume to Prothman via email at [humanresources@prothman.com](mailto:humanresources@prothman.com) or regular mail. The supplemental questions and application form can be found at [www.prothman.com](http://www.prothman.com).



206 368 0050 {ph} 206 368 0060 {fx}  
3633 136<sup>th</sup> PL SE, Suite 206 Bellevue, WA 98006  
[humanresources@prothman.com](mailto:humanresources@prothman.com) [www.prothman.com](http://www.prothman.com)