

Welcome to the City of Coquille



Police Chief Position Open: Apply by March 15, 2016

The City of Coquille, Oregon, is situated in the beautiful Pacific Northwest in Coos County. This quiet rural city preserves the rugged simplicity and elegant charm of its historic roots as a logging town. Coquille is a warm and welcoming community nestled in the beautiful woodland hills of the Oregon Coast Range along the scenic Coquille River.

The area offers a mild coastal climate amidst rural farmlands and forests with an abundance of outdoor recreational opportunities, including boating, fishing, hunting, camping, golfing and hiking.



CITY OF COQUILLE



The Community

Coquille offers an incredible quality of life with a temperate climate, quality schools, advanced health and dental care and abundant recreational opportunities. Recent investments in the community include a newly expanded and updated hospital, a new wastewater treatment facility, a new public pool and the adoption of a master parks plan to continue investment and revitalization in the parks and neighborhoods. Development opportunities are primed within an Enterprise Zone and Urban Renewal area to facilitate the growth of business and jobs. We offer a great place to raise a family, locate or start a business and a supportive community environment with quality educational and health care components.

The City

The City of Coquille is the Coos County seat and is nestled in a beautiful valley, set between the I-5 corridor and the Pacific Ocean, along the idyllic Coquille River. The town offers many quaint shops, one of a kind entertainment experience at the Sawdust Theatre, an annual Gay 90's festival (celebrating the city's history

dating back to the 1890's), and a 22 acre development site that promises future growth and investment.

The City has 35 full time employees who serve its 3,885 residents. Coquille is a full service city which provides Police, Fire, Ambulance, Library, Planning, Parks, Streets, Water, Wastewater, Municipal Court and Urban Renewal. The Police Department consists of 6 sworn officers and 1 civilian position. As you might expect to find in any smaller department, operations run the gamut of patrol, investigations and evidence management. The Department has a young drug detection K-9 unit, both K9 and handler are certified and in operation. Dispatch services are provided under contract with the City of Coos Bay. The Department is also supported by a number of loyal Reserve Officer and volunteer citizens.

The Position

The City of Coquille is seeking a visible, accessible and responsive Police Chief. The successful candidate will embrace the challenge of working in a small department/ small town with limited resources by leveraging assets in the organization and the community to provide a superior level of public safety service. The ability to balance administrative duties with team building, officer mentoring and the overall demands of department operations will be necessary to build the health and morale of the department.

This exempt, at-will, executive position assumes management responsibility for the administration of the Police Department by formulating, recommending and implementing policies, goals and objectives as approved by the City Council. With an annual budget of \$1.0 million, the Chief ensures the effective and economical achievement of Department goals and assists the City Manager in meeting the City's strategic goals. There is an expectation that the Chief will be visible, accessible and responsive to the community and in carrying out the mission and duties of the Department in a manner that will inspire trust and confidence among residents and businesses.



Challenges Facing the new Police Chief

For the right Police Chief this is an opportunity to build up department staff to become high quality professionals and establish a culture of excellence. Officers take pride in their work and there is a sense of camaraderie however, there is need for strengthening the morale of the department. Staff are eager to receive mentoring and direction from a Chief who will bring experience, wisdom and confidence to bear in helping them develop a stronger skill set.

The City is in the process of expanding the scope and activity of its Municipal Court. The objective of this change is to realize improved efficiencies for the department in reducing unnecessary expenditures of staff time (including overtime) and enhancing the level of compliance with local ordinances for non-criminal traffic violations and code enforcement for property abatements. This may alleviate some of the resource pressures on the department to provide opportunities to realign resources to more effectively achieve department goals. There is an interest in utilizing technology to improve operations and achieve cost savings where practical and possible.

Improving intergovernmental relations is a high priority, especially with Coos County. Operations at the County Jail are having a direct and adverse impact on the safety and welfare of Coquille. Relations between Coquille

PD and the Coos County Sheriff's Office have been inadequate and are ripe for improvement. The resource constraints and the extraordinary needs of this small rural town will require an open approach to creative problem solving and careful planning and budgeting.

Ideal Candidate Profile

The Police Chief must be able to work collaboratively with the City Manager, Department Directors, staff and citizens to establish and maintain positive and cooperative working relationships. The Chief must be knowledgeable of general law enforcement administration and the laws and statutes of the State of Oregon, experience with Oregon statutes is preferred. Excellent written and verbal communication skills are essential. The Chief must also have experience managing and leading department operations and projects including budgeting, supervision, planning, training, administration and emergency management.

The ideal candidate will be an outgoing and active member of the community, both highly visible and accessible to the residents and businesses alike. An appreciation for regional collaboration, partnerships and networking will be invaluable to their success in the position.



Experience and Education

The ideal candidate will have a bachelor's degree from a four-year college or university and a minimum of five years of management/supervisory experience. A Master's Degree and experience in municipal or local law enforcement is highly desired. Five (5) or more years of progressively responsible related experience in a position of comparable scope, with a minimum of five years of related experience as a Police Chief, Deputy Chief, or other exempt level supervisor/command staff, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties, is required. A valid Oregon driver license or ability to obtain within six months is required.

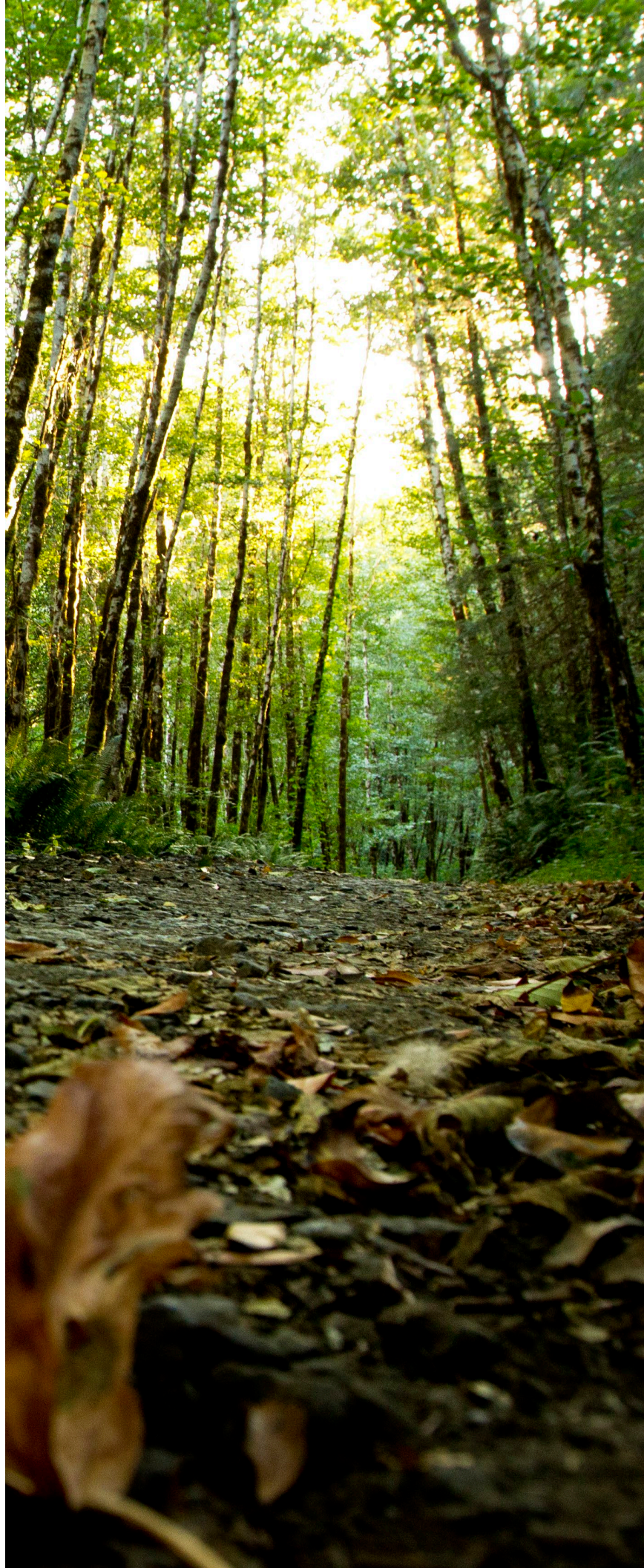
Compensation and Benefits

- \$70,000 – \$80,000 DOQ
- Medical, Dental, Vision, Prescription
- Vacation & Sick
- PERS
- Deferred Comp (401a and 457)
- 10 Holidays
- Life, AD&D, and Long term disability insurance
- Optional additional coverage
- Employee Assistance Program

The City of Coquille is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply immediately or by March 16, 2016 (first review, open until filled).



CITY OF COQUILLE



CITY OF COQUILLE

APPLICATION FOR EMPLOYMENT

851 N. Central Blvd., Coquille, OR 97423

Voice (541) 396-2115 Fax (541) 396-5125

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application			
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____					
Last Name		First Name	Middle Name		
Address Number		Street	City	State	Zip Code
Telephone Number(s)		Social Security Number			
Best time to contact you at home is:			____:____ AM or PM		
If you are under 18 years of age, can you provide required proof of your eligibility to work?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever filed an application with us before? If Yes, give date _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed with us before? If Yes, give date _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do any of your friends or relatives, other than spouse, work here? If Yes, state name, relationship and location _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
May we contact your present employer?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Date available for work ____/____/____ What is your desired salary range? _____					
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time (Please indicate: mornings, afternoon, evenings) <input type="checkbox"/> Temporary (Please indicate dates available: (____/____/____ - ____/____/____))					
Are you currently on "lay-off" status and subject to recall?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Can you travel if a job requires it?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
WE ARE AN EQUAL OPPORTUNITY EMPLOYER					

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Numbers(s)			
Reason for Leaving:	Hourly Rate/Salary		
	Starting	Ending	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Numbers(s)			
Reason for Leaving:	Hourly Rate/Salary		
	Starting	Ending	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Numbers(s)			
Reason for Leaving:	Hourly Rate/Salary		
	Starting	Ending	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Numbers(s)			
Reason for Leaving:	Hourly Rate/Salary		
	Starting	Ending	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.			
Describe any job-related training received in the United States military.			
List professional, trade, business or civic activities and offices held. <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:</i>			
ADDITIONAL INFORMATION			
Other Qualifications <i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i>			
SPECIALIZED SKILLS (Skills/Equipment Operated)			
<input type="checkbox"/> Terminal <input type="checkbox"/> PC/MAC <input type="checkbox"/> Typewriter WPM _____	<input type="checkbox"/> Spreadsheet <input type="checkbox"/> Word Processing <input type="checkbox"/> Shorthand WPM _____	Production/Mobile- Machinery (list)	Other (list)
State any additional information you feel may be helpful to us in considering your application.			
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities in such a job or occupation has been given. <input type="checkbox"/> Yes <input type="checkbox"/> No			
PERSONAL/PROFESSIONAL REFERENCES <i>Do not include family members or past supervisors</i>			
Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that the facts and information in this application, and in any attachments or supporting documents, are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions, will be cause for denial of employment or immediate termination, regardless of when or how discovered.

I authorize the investigation of all matters which the City of Coquille deems relevant to my qualifications for employment, including all statements contained in this application and in any attachments or supporting documents. I authorize you to request and receive such information, and I release from all liability any persons (such as former supervisors and managers or employers) supplying it. I also release the City of Coquille from all liability which might result from making the investigation.

I understand, also, that I am required to abide by all rules and regulations of the employer.

I have read the above statements and have reviewed all of the information I provided in this application and in any attachments or supporting documents, and certify that the facts and information in this application, and in any attachments or supporting documents, are true and complete to the best of my knowledge.

Signature of Applicant

Date



Police Chief Recruitment

SUPPLEMENTAL QUESTIONS

In connection with your application for the position of Police Chief, please provide a response to the following questions. Please limit your response to no more than one page per question.

1. Why are you interested in serving as Police Chief in Coquille, Oregon? What expectations do you have about this opportunity?

2. What is your approach to law enforcement and community policing? How will this influence the culture and direction of the Coquille Police Department?

3. How would you describe your management style? What experiences have you had, if any, that might be described as a management failure on your part and what did you learn from it?