



# **CITY OF KALAMA, WA**

## **POLICE SERGEANT**

### **\$83,431 - \$91,358**

#### **PLUS EXCELLENT**

##### **BENEFITS**

### **Why Apply?**

The Kalama Police Department is seeking a professional candidate to join our team at the rank of Police Sergeant. As a Police Sergeant at one of Cowlitz County's fastest growing cities, you will be serving in a vibrant community right on the Columbia River.



\$83,431 - \$91,358  
DOQ

Medical, Dental &  
Vision

Life Insurance

LEOFF2 State  
Retirement

VEBA \$50  
Employee/\$50 City  
Contribution  
Monthly

### **KALAMA POLICE DEPARTMENT**

1000 E Frontage Rd, PO  
Box 297  
Kalama, WA 98625  
360-673-2165

[www.kalamapolice.com](http://www.kalamapolice.com)

Email:  
[chief@kalamapolice.com](mailto:chief@kalamapolice.com)

## The Community

Located in Cowlitz County on the Columbia River in Southwest Washington, Kalama is a small, quiet town which provides its residents with access to many regional recreational and cultural opportunities to be found on the Pacific coast, the nearby mountains, and the two major metropolitan cities of Seattle, Washington (136 miles) and Portland, Oregon (44 miles).

Kalama was officially incorporated in 1890 and got its name from the river that runs through the area just north of the town. The Kalama River was named after John Kalama, a native Hawaiian who originally settled the area in 1830.

The current population within the city limits is approximately 3,000 and approximately 8,000 including the surrounding unincorporated areas. The local port district lies both inside and outside of the City's jurisdictional boundaries along the Columbia River as well as east of Interstate-5 at the north end of the City. The Port of Kalama has a significant industrial base and provides considerable recreational river access for the community. The City has some areas of steep and unique topography creating dramatic Columbia River views to the west.

Kalama has a strong community spirit, with some families able to trace their roots back to the City's incorporation in 1890. Kalama maintains its historical appeal in the Downtown Central Business District while embracing current growth

through development in the Central Port District and prepares for future growth in the East Port Spencer Creek Development. Kalama citizens enjoy several parks in the downtown Kalama area, at the Port of Kalama along the Columbia River, and most recently in East Port at Haydu Park along the Kalama River. Amenities include baseball fields, soccer fields, fair grounds, covered picnic shelters, a five-acre day-use park that is bordered by a pedestrian/bicycle pathway along the Columbia River. The 1.8 miles of paved and boardwalk pathways offer views of the Marina and the Columbia River. The 222-slip marina at the Port of Kalama provides boating opportunities to the public.

Throughout Cowlitz County there are many opportunities to enjoy the great outdoors, including kayaking, boating, water sports, and swimming, as well as golfing, hiking, camping, hunting, snowmobiling, and cross-country skiing. Kalama is famous for its Chinook, steelhead, and sturgeon fishing. Cowlitz County's crown jewel is Mount St. Helens, currently the only active volcano in the continental United States.

Excellent educational opportunities are provided by the Kalama School District, which includes new elementary and middle schools and a senior high school. Residents of Kalama and the surrounding region have access to higher education at several nearby institutions, including Lower Columbia College in Longview, Clark College and Washington State University-Vancouver in Vancouver, and many acclaimed institutions in the greater Portland, Oregon area, just 45 minutes away.



## **The City**

The City of Kalama is managed under the Mayor/Council form of government which consists of the Mayor and a five-member City Council, all elected by the voters. The City strives to provide the citizens of Kalama with services that make it a pleasant, safe, comfortable and livable community.

The City employs 22 FTE's including law enforcement. The City's total annual budget for 2021 is \$11 million, including a general fund budget of approximately \$2.7 million. City departments include Building, Finance, Public Works, Police and Public Library. Fire and Emergency Medical Services are provided by Cowlitz County Fire District #5.

## **The Police Department**

### **Mission Statement**

*“The Kalama Police Department is dedicated to the preservation of life and property. We will seek to enhance the quality of life in our community by working in partnership with citizens to provide a safe and secure living environment. We will accomplish this mission through a philosophy of professionalism while exercising the highest possible ethics in everything we do.”*

The City of Kalama Police Department is responsible for traffic enforcement, patrolling the streets of Kalama, responding to emergency calls, and protecting the community. The department operates on a 2021 budget of approximately \$1.2 million and includes 1 Sergeant, 4 Officers, and 1 full time Police Clerk for a total of 7 FTE's including the Chief.

The Police Department provides 24 hours coverage with officers working 12-hour shifts, four days on and four days off. While officers often work independently, Kalama is located in a rural county and interagency assistance is common. Cooperation with other local police departments, the sheriff's office, and the Washington State Patrol is essential for the department to thrive. Annually, the Kalama Police Department receives approximately 4300 calls. Department personnel began working in a \$3.1 million state-of-the-art facility in May 2019.

### **Minimum Qualifications to Apply**

See Page 7 for minimum qualifications and application instructions.

**City of Kalama, Washington**  
**Job Description**

**Job Title: Police Sergeant**  
**Department: Police Department**  
**FLSA Status: 207(k) Exempt**



**General Statement of Job**

Under limited supervision, supervises and participates in law enforcement activities, ensuring the effective and efficient enforcement of state and local laws designed for public safety and welfare. May perform special duties, including patrol, investigation, tactical, traffic, DUI, community-oriented policing, community service and/or school relation/liaison programs. Works under stressful, high-risk conditions. Performs related supervisory and law enforcement duties as required. Reports to the Chief of Police. Serves as the Acting Chief of Police in the Police Chief's absence. The police sergeant position is covered by the collective bargaining agreement and is overtime eligible.

**Specific Duties and Responsibilities**

**Essential Functions:**

- Assists in supervising and participates in uniform patrol operations, ensuring the effective and efficient enforcement of state and local laws designed for public safety and welfare.
- Supervises subordinate personnel. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; acting on employee problems; allocating personnel; and recommending employee assignments, promotions and discharge as appropriate. Reviews and evaluates the work of subordinates; offers advice and assistance as needed.
- Ensures proper decorum and discipline of personnel assigned.
- Reviews all reports prepared by subordinate officers; ensures that reports are accurate and properly completed.
- Participates in the department's field training program.
- Remains abreast of any changes in laws, ordinances, municipal codes, rules and regulations; interprets laws, ordinances, rules and regulations for subordinates.
- Provides leadership and coordination in major emergency or high-risk situations.
- Performs general law enforcement duties, including responding to public calls for assistance, patrolling assigned areas of the city, monitoring property for security, maintaining order and public safety, serving warrants, apprehending and arresting criminal suspects and law violators, collecting evidence, interrogating suspects, taking statements, preparing cases for court and providing court testimony as necessary, etc.
- May supervise and perform special unit duties, including patrol, investigation, tactical, traffic, DUI, community-oriented policing, community service and/or school relation/liaison programs.

- Ensures the proper maintenance of assigned vehicles and equipment; makes arrangements for repair as necessary.
- Investigates and recommends appropriate response to complaints concerning assigned personnel and activities.
- Conducts background investigations as required.
- Promotes favorable public relations and police/community relations through personal contact with community residents, civic organizations, community/government agencies, social agencies, schools and representatives of business/industry.
- Plans and/or participates in safety / educational programs and presentations at local businesses, schools and community events.
- Responds to public and interagency inquiries through written correspondence and verbal communications.
- Maintains required level of proficiency in the use of firearms; maintains physical fitness in accordance with department standards.
- Performs a wide variety of routine administrative/office tasks, including but not limited to preparing reports and correspondence, attending meetings, entering computer data, copying and filing documents, ordering supplies and equipment, etc.
- Receives, reviews, prepares and/or submits various records and reports including routine reports, incident reports, accident reports, citations, alarm forms, investigative reports, arrest warrants, search warrants, operational plans, subpoenas, disciplinary forms, evaluations, memos, correspondence, etc.
- Operates a police vehicle, firearms, restraining devices, two-way radio, protective gear, and other police-issued equipment, as well as a variety of other equipment including a computer, telephone, calculator, camera, tape recorder, etc. Exercises care and safety in the use of equipment required to complete assigned tasks.
- Interacts and communicates with various groups and individuals such as the Chief of Police, subordinates, City personnel, court personnel, attorneys, other law enforcement agencies, various government agencies, community leaders and organizations, medical personnel, suspects, victims, witnesses, and the general public.

#### **Additional Job Functions:**

- May administer grant funding for special projects or programs.
- May conduct special studies pertaining to law enforcement, traffic, etc.
- Performs related duties as required.

#### **Minimum Education and Training**

An A.A. or A.S. degree in criminal justice is **preferred**, supplemented by three to five years of law enforcement experience, some of which must have been in a responsible law enforcement supervisory capacity. Must maintain firearms proficiency, be physically qualified and maintain physical fitness in accordance with department standards. Must possess and maintain state certification in law enforcement and have a valid Washington driver's license.

**Minimum Qualifications or Standards Required  
To Perform Essential Job Functions**

**Schedule:** Position may require working a rotating schedule.

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including firearms, automobile, office equipment, radio, telephone, etc. Must be able to exert up to thirty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run. Must be physically fit and able to defend one's self from attack or physical assault. Must be able to restrain, lift and/or carry adults of varying weights.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or directions from supervisors.

**Language Ability:** Requires ability to read a variety of law books, ordinances, maps, policy and procedure manuals, warrants, criminal records, computer manuals, etc. Requires the ability to prepare reports, correspondence, evaluations, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in supervising subordinates; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds, and in a variety of technical and/or professional languages including law enforcement, investigations, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking- expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## TO APPLY

### **Minimum Requirements**

- Requires a high school diploma or equivalent; A.A. or A.S. degree in criminal justice or related field **preferred**.
- Requires no less than five continuous years of law enforcement experience with a law enforcement agency and be actively employed at the time of testing. One year of service will be waived when the applicant holds a degree of Associate or higher from an accredited college or university.
- Must possess/obtain (within 6 months) and maintain state certification in Washington law enforcement and possess/obtain a valid Washington driver's license. An out of state applicant will attend a 2-week equivalency academy if selected.
- Must meet **Minimum Qualifications or Standards Required to Perform Essential Job Functions** as listed in the job description.

### **Applicants**

- Please submit a compelling cover letter, comprehensive resume, and list of at least five professional references to [cityclerk@kalama.com](mailto:cityclerk@kalama.com) . The resume should include a detailed list of education, training, and experience that demonstrate exceptional leadership and management skills relevant to the position of police sergeant.
- First round of applicants will be reviewed on December 21, 2020, by 5:00 p.m. PST. Testing will take place in January. Applications are accepted continuously as the position will be open until filled.
- For more information, please contact Chief Ralph Herrera at [chief@kalamapolice.com](mailto:chief@kalamapolice.com) or 360-673-2165.

**\*\*\* City of Kalama is an equal opportunity employer \*\*\***