



## SNOHOMISH CITY COUNCIL

### SPECIAL MEETING

**Tuesday, March 28, 2023  
6:00 p.m.**

in person at the Snohomish Carnegie, 105 Cedar Avenue  
and remote on-line/telephone access via Zoom:

ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/85891610174>

Or call in at (253) 215-8782 and use Meeting ID# 858 9161 0174

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### AGENDA

1. **CALL TO ORDER:** Roll Call
2. **DISCUSSION ITEM:** Recruitment to Fill Police Chief Vacancy (P.3)
3. **ADJOURN**

**NEXT MEETING:** The next meeting is scheduled for Tuesday, April 4, 2023, workshop at 5:00 p.m., regular meeting at 6:00 p.m., in person at the Snohomish Carnegie, 105 Cedar, and online via Zoom.

*Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115. This organization is an Equal Opportunity Provider.*

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**Date:** March 28, 2023

**From:** Heather Thomas, City Administrator

**Subject:** Recruitment for Police Chief Vacancy

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**SUMMARY:** On March 7, 2023, Police Chief Captain Rob Palmer announced that he would be retiring effective June 30, 2023. The City Council will be asked to discuss their preference on whether to continue with the rank of Captain or revert back to the rank of Lieutenant to fill the Police Chief position.

**BACKGROUND & ANALYSIS:** Chief Palmer was first appointed as Interim Police Chief in June 2020. Prior to his appointment, the Police Chief position had been filled by a Lieutenant. Following discussion at Council meetings on September 1 and September 15, 2020, Council elected to amend the interlocal agreement (ILA) with the Snohomish County Sheriff's Office to have the City's Police Chief position filled by a Captain. That designation was retained in the subsequent ILA that remains in effect through December 31, 2023.

With Chief Palmer's upcoming retirement, the City Council needs to determine if it wants to continue to fill the position with a Captain or change the rank back to a Lieutenant. This decision needs to be made prior to the Sheriff's Office opening up the recruitment process for candidates. Council requested that a separate workshop be scheduled for further discussion.

Attachments A and B are general job descriptions for the Captain and Lieutenant, including experience and education requirements. Chief Palmer and Operations Bureau Chief Scott Robertson will be available at the workshop to address Council questions.

The Sheriff's Office intends to announce the vacancy by March 31, and allow 10-14 days for interested candidates to apply. The City intends to conduct interviews of eligible candidates in mid- to late-April. A final candidate recommendation would be shared with the Sheriff and brought to Council for appointment, tentatively scheduled for May 2 or June 6.

Should Council prefer to fill the position as a Lieutenant, the City and County would also need to work on an ILA amendment to change that language.

**FISCAL IMPACT:** The current difference in salary and benefits between a Lieutenant and Captain is approximately \$30,000 annually. The current ILA expires in December 2023, with the City and Sheriff's Office slated to begin negotiations on the next ILA later this spring or summer. However, given the cost of inflation and recent salary adjustments at the Sheriff's Office, the City could see a 15-20% increase in the cost of services. This means the cost differential between two ranks may be as high as \$45,000 annually beginning in 2024.

**SUGGESTED COUNCIL ACTION:** For discussion only. The City Council is asked to provide direction to staff on whether to recruit for a Captain or Lieutenant.

**ATTACHMENTS:**

- A. Captain Job Description
- B. Lieutenant Job Description



**Snohomish County**

SNOHOMISH COUNTY  
Established Date: Jan 1, 1980  
Revision Date: Apr 1, 2019

## **CAPTAIN**

Class Code:  
1019

Bargaining Unit: Sheriff's Office Management Team

### **SALARY RANGE**

\$69.67 - \$76.80 Hourly  
\$12,076.90 - \$13,312.67 Monthly  
\$144,922.80 - \$159,752.04 Annually

### **DESCRIPTION:**

#### **BASIC FUNCTION**

Serves as a precinct commander or manages a major law enforcement division or section of the Snohomish County Sheriff's Office.

### **JOB DUTIES:**

#### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plan, organize and direct the operations of a precinct, division or section of the office; review decisions made by subordinates related to office policies and objectives.
2. Monitor and evaluate the work of subordinates and prepare performance evaluations; review performance evaluations prepared by subordinate supervisors and indicate necessary improvements; recommend various personnel actions.
3. Analyze operational and organizational problems; study records, reports, recommendations and informational material; recommend changes in office policy and procedures; implement and monitor approved recommendations; initiate improvements in operations within scope of authority.
4. Administer the budget for unit of responsibility; organize available resources; prepare budget requests and estimates.
5. Gather and analyze information and data; prepare summary reports, perform strategic planning and program analysis.
6. Represent the Sheriff and the office to employees, other county departments, outside agencies and the public; communicate with community groups concerning office functions and activities to resolve law enforcement problems.
7. Plan and direct response to emergency situations; schedule personnel for special events.
8. Interpret and explain orders, policies, practices, procedures and operational information to subordinate personnel.
9. Administer and ensure compliance with applicable labor agreements.
10. Prepare and review a variety of correspondence and reports; maintain necessary records.
11. Testify as a credible witness in court as required.

#### **STATEMENT OF OTHER JOB DUTIES**

1. May prepare and deliver press releases on current investigations or emergencies.
2. May perform all duties of a Lieutenant.

### **MINIMUM QUALIFICATIONS:**

Must hold the rank of Lieutenant in the Snohomish County Sheriff's Office and have at least one (1) year of current experience at that rank as of the closing date for filing of applications.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

### **ADDITIONAL INFORMATION:**

#### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles of law enforcement operations, administration and organization
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement and the Snohomish County Sheriff's Office
- principles, procedures, laws, and ordinances controlling criminal and accident investigation and of the laws regarding apprehension, arrest, search and seizure, rules of evidence, use of force and traffic control
- budgeting and program planning concepts
- emergency and disaster planning strategies

Ability to:

- analyze and resolve complex law enforcement problems
- organize and allocate resources to attain office objectives
- coordinate, supervise and evaluate work of subordinate employees
- develop program plans, implement policies/programs; evaluate work accomplishments
- instruct others in police methods and procedures and the use of police weapons and equipment
- communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background
- establish and maintain effective working relationships with office personnel, personnel of other public or private agencies, and the general public
- leadership of personnel toward fulfillment of Sheriff's Office mission

#### **WORKING CONDITIONS**

Positions in this class typically require precise control of finger and hand movements; daily operate a motor vehicle on public roads; and wearing protective gear and equipment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

**REFERENCE:**

Class established: Pre 1980

Revised and Retitled: April 1984, December 2005, May 2013

EEO Category: 2 - Professionals

Pay Grade: 604 - Sheriff SOMT Lieutenant and Captain Pay Plan

Workers Comp: 6905 Law Enforcement

**Snohomish County**

SNOHOMISH COUNTY  
Established Date: Jan 1, 1980  
Revision Date: Apr 1, 2019

**LIEUTENANT (CS)**

Class Code:  
4038

Bargaining Unit: Law Enforcement Support

**SALARY RANGE**

\$59.95 - \$64.81 Hourly  
\$10,391.75 - \$11,234.32 Monthly  
\$124,701.00 - \$134,811.84 Annually

**DESCRIPTION:****BASIC FUNCTION**

The primary duties of this class are in support of the County's Sheriff's Office operational functions. Responsibilities include serving as assistant precinct commander or being in charge of a special activity or division in the Snohomish County Sheriff's Office.

**JOB DUTIES:****STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plan, coordinate and supervise the operations of a precinct or division of the office; review decisions made by subordinates related to office policies and objectives; establish staffing and scheduling requirements; review work and time sheet records.
2. Monitor and evaluate the work of subordinates and prepare performance evaluations; review performance evaluations prepared by subordinate supervisors and indicate necessary improvements; recommend various personnel actions.
3. Identify organizational problems; take corrective action when necessary to ensure compliance with office policy.
4. Analyze law enforcement problems and recommend more effective approaches; prepare office plans for handling special events.
5. Evaluate the effectiveness and efficiency for unit of responsibility; develop plans for improvement.
6. Establish and maintain communication with community groups; represent the office to other county departments, outside agencies and the public.
7. Investigate allegations against office personnel.
8. Prepare and review a variety of official office correspondence and reports.

**STATEMENT OF OTHER DUTIES:**

1. May perform the duties of a Captain.
2. May perform the duties of a Sergeant.

**MINIMUM QUALIFICATIONS:**

Must hold the rank of Sergeant in the Snohomish County Sheriff's Office and have at least two (2) years of current experience at that rank as of the closing date for filing of applications.

Must pass job related tests.

**LICENSING/SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis.

**ADDITIONAL INFORMATION:**

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles of law enforcement techniques
- Federal, state, and county laws, ordinances and charter provisions related to law enforcement and the policies and procedures of the Sheriff's Office
- geography of the county and the economic and social factors affecting law enforcement activities
- principles and practices of supervision, organization and administration

Ability to:

- analyze and resolve complex law enforcement problems
- analyze situations quickly and objectively to determine course of action
- coordinate, supervise and evaluate work of subordinate employees
- develop program plans, implement policies/programs; evaluate work accomplishments
- communicate effectively, both written and verbal, with people regardless of age, sex, social, cultural or ethnic background
- establish and maintain effective working relationships with office personnel, personnel of other public or private agencies, and the general public
- assess skills and potential of employees; lead, motivate, and manage unit to ensure staff is organized, responsible and effective

**WORKING CONDITIONS**

Positions in this class typically require precise control of finger and hand movements; daily operate a motor vehicle on public roads; and wearing protective gear and equipment.

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EEO policy and ADA notice

**REFERENCE:**

Class established: Pre 1980

Previous job description approved by the Civil Service Commission November 4, 1982

Proposed class specification 06/99

Pay Grade: 603 - Sheriff's Pay Plan

EEO Category: 2 - Professionals

Workers Comp: 6905 Law Enforcement

Approved by the Snohomish County Civil Service Commission September 9, 1999