# Police Captain





# The Position

The Police Captain commands operations of the Police Department, acting as the Chief of Police when assigned in his/her absence. We are seeking a service-oriented, Police Captain who will be responsible for establishing objectives for the Department and plan for resources to accomplish division objectives. The Police Captain will guide staff in delivering excellence in customer service; managing, determining and taking corrective action when necessary. Applicants should possess practical and demonstrated success in leadership, administration, budget management and contract negotiations, grant writing, technology, report writing, public speaking, as well as be versed in policing theory and philosophy. The Police Captain performs work under the direction of the Chief of Police within the guidelines provided by City ordinances, administrative policies, and department policies and regulations with wide latitude for the exercise of independent judgment, subject to periodic review on the basis of results achieved. The Police Captain is under the general direction of the Chief of Police and supervises a staff of professional, technical and clerical employees.

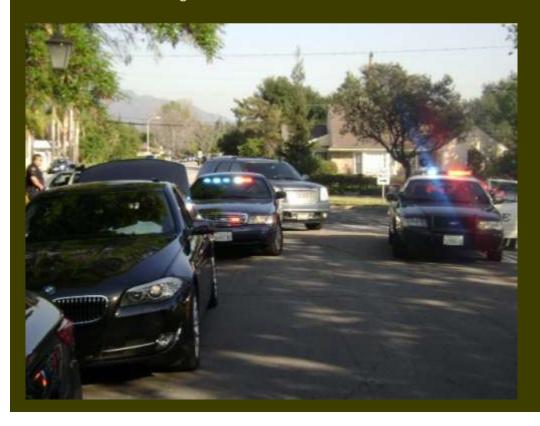
The City of Sierra Madre with a population of approximately 11,000 is a unique village located in Los Angeles County at the base of the San Gabriel Valley Mountains. Sierra Madre is a residential community, proud of being the Village of the Foothills. Its small size and quiet neighborhoods lends itself to the small town atmosphere the residents are proud of maintaining.

The City is a full service municipality operating with a \$18 million budget that funds 63 full-time employees assigned eight operating departments. Government services are primarily funded by property taxes, local taxes, and user fees. The local economy consists primarily of professional service providers and specialty retail shops and restaurants.

# **Essential Functions**

The duties listed below are intended only as illustrations of the various types of work that may be performed by the Police Captain. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans and directs the work of the Operations and Support Services for the Department;
- Assigns and supervises the work of subordinate management personnel;
- Confers with the Chief on general department policies and procedures;
- Exercises judgment in the interpretation of policy and in the establishment of rules, regulations and procedures within the scope of his/her jurisdiction;
- Maintains an effective community relations program with citizens and groups;
- Supervises the compilation of statistical data and prepares comprehensive reports and recommendations on courses of action;
- Prepares special reports to the Department of Justice and other law enforcement agencies;
- Recommends and supervises in-service training programs for police public safety employees;
- Supervises and assists with investigative work in major cases, accidents and other incidents;
- May act as the Watch Commander as needed;
- Other duties as assigned.





For nearly 100 years, the men and women of the Sierra Madre Police Department have been committed to ensuring a safe environment for those who live, visit and work in Sierra Madre. Thanks to a partnership between the Police Department and the community, Sierra Madre has one of the lowest crime rates in California.

The Sierra Madre Police Department has 21 full-time members including the Chief of Police, a police captain, 4 sergeants, 1 corporal, 1 detective, 1 traffic officer, and 8 police officers, along with 4 non-sworn dispatchers. The Department also has several part-time employees and volunteers who contribute to maintaining a safe community.

#### MISSION

To ensure community safety, and to deliver the highest quality service through our dedication, teamwork, and partnerships.

#### VISION

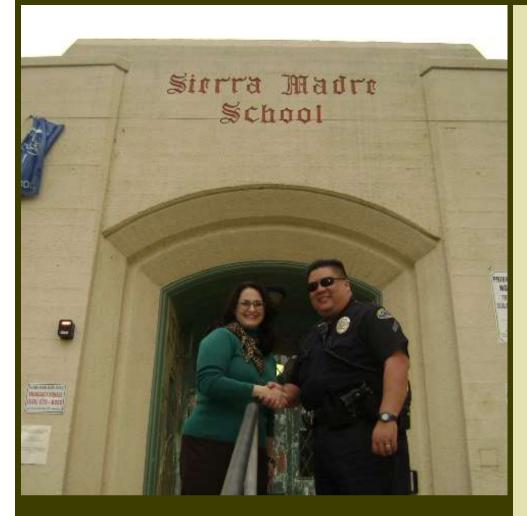
To become the model for 21st century small town policing.

#### **VALUES**

Integrity, Innovation, Dedication, Compassion.

#### MOTTO

Serving Those We Protect.



# Education, Training and Experience

This position requires the possession of, or college credits equivalent to, a Bachelor's degree (Master's degree preferred) from an accredited college or university plus two years of administrative and supervisory experience at time of appointment in assignments with a high degree of responsibility, preferably at the rank of Lieutenant or above. Incumbent must have possession of, or eligibility to apply for, a Management Certificate issued by POST within 18 months of appointment. After 18 months from date of appointment, meeting the POST Management Certification requirement is a continuing condition of employment.

# Licenses, Certificates and Special Requirements

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community (or equivalent) or obtain within three months of employment as well as a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

#### **Compensation and Benefits**

Salary range: \$78,109 to \$97,241 per year. Pending negotiations and Council adoption, salary may increase July 1

Fully paid medical, dental, and vision insurance for the employee and eligible dependents

Life & Accidental Death and Short— and Long-term Disability Insurances provided

City participates in the CalPERS retirement system at 3% @ 55 for classic members. Classic members currently contribute 3% of salary, which may increase with negotiations. New CalPERS members formula is 2.7% @ 57, with the employee contributing 50% of the "normal cost". No participation in social security

Deferred Compensation programs are available with ICMA. City contributes \$1,300 annually

Annual paid leave of 96 hours of vacation (for first four years), 15 paid holidays, 80 hours management leave and 96 hours of sick leave. Comprehensive leave buyback program

A City police vehicle is provided

Flexible spending accounts for medical and child-care expenses

**Employee Assistance Program** 

Tuition reimbursement and computer loan programs available

Ancillary Benefits Available through Payroll Deduction



# **Application Process**

Application deadline: Friday, May 31, 2013 at 4:00 p.m. Candidates should complete the application process online at www.cityofsierramadre.com/job-openings, which includes a cover letter, resume, and supplemental questionnaire.

Applications must be completed and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. The most qualified candidates will be selected to participate in an oral interview panel on Thursday, June 13, 2013. All candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

### Immigration and Reform Act of 1986

In compliance with the Immigration and Reform Act of 1986, all new employees must demonstrate eligibility to legally work in the United States by providing required documentation.

# **Equal Opportunity Employer**

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications.

# **Employment Standards**

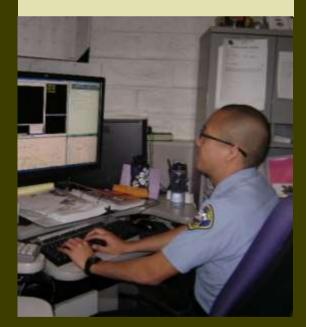
Employment with the City of Sierra Madre is contingent upon meeting the medical standards of the position. A candidate must pass a pre-employment physical examination, psychological evaluation, as well as a reference check and POST approved background investigation. The City of Sierra Madre makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to the Human Resources Department. The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

#### 2012 Police Department Statistics

- 14,146 Calls for Service
- 411 Physical Arrests
- 3,412 Parking Violations
- No Robberies
- Burglaries increased slightly
- Vehicle thefts doubled

#### **Accomplishments:**

- Implemented new Online Parking Permit Program
- Introduced Officers on Campus daily school visits
- Participated in the creation and implementation of the West San Gabriel Burglary Task Force
- Implemented new Electronic Citation Writers
- Expanded Neighborhood Watch Programs



# City of Sierra Madre

232 West Sierra Madre Boulevard Sierra Madre, California 91024

> 626.355.7135 ph 626.355.2251 fax

www.cityofsierramadre.com

# Supplemental Questionnaire



City of Sierra Madre 232 W. Sierra Madre Blvd. Sierra Madre, CA 91024 www.cityofsierramadre.com 626.355.7135

This supplemental questionnaire regarding your ability, experience and training relative to the Police Captain position will help determine whether you are given further consideration in the selection process. Please confine all your responses to no more than two pages total.

Both content and presentation will be evaluated. Provide as much detail as you believe will describe your experience and/or training. Completed responses to the questions should be uploaded to your application online at www.cityofsierramadre.com/job-openings and should be no more than two pages combined. Please include your name on each page. Please type responses to the following questions:

- 1. A successful executive practices clear communication of information, expectations, intent and consequences as well as demonstrates the appropriate level of information sharing with consideration to the internal and external stakeholders. As an executive member of staff, executive comprehension and information sharing is indispensable. Please answer the following questions from the perspective of an executive staff member and provide examples of your past experiences.
  - You will provide high-level leadership, motivation and direction to your employees to create momentum toward organizational objectives. What is meant by clear communication of information, expectations, intent and consequences?
  - Executive comprehension is essential to be able to discuss "how" and "why" behind agency guidelines, directives and initiatives. Define appropriate level of information sharing with consideration to internal and external stakeholders?
  - As an executive, you are tasked with recognizing information content precisely centered on the need of organizational leaders. Why is this important? How will you ensure timely information sharing?
- 2. Interactive supervisory practices provide opportunities to evaluate organizational behavior, service delivery and personnel development. As a Captain, you have been tasked with developing a strategy to strengthen core competencies, leadership skills and cognitive abilities of line supervisors (sergeants).
  - How will you foster a learning environment for professional growth?
  - Identify three areas of training (exclude POST Mandated supervisory training) you would require for each supervisor. Provide justifications and explain how the training will strengthen core competencies, leadership skills and cognitive abilities.
  - Write brief performance expectations for the sergeant rank.

The supplemental questionnaire must be uploaded with a current resume and cover letter at www.cityofsierramadre.com/job-openings no later than Friday May 31, 2013 at 4:00 pm. Questions should be addressed to Dorothy Costello, Human Resources Technician, at 626.355.7135 or dcostello@cityofsierramadre.com.