



City of  
**San Bernardino**

**Chief  
of Police**



## San Bernardino Police Department "Setting the Standard of Excellence"



*With a look to the future, the City is working hard to move the community forward and improve city services and quality of life. San Bernardino is, now more than ever, a city of opportunity.*

### THE CITY OF SAN BERNARDINO

Founded in 1810, San Bernardino is a progressive community rich in history and cultural diversity. Recognized for its scenic beauty and strategic location, the City of San Bernardino, serves as the county seat and is the largest City in the County of San Bernardino, with a population of over 218,000 and more than 62 square miles. To keep its vision for the future at the forefront, the City of San Bernardino follows the guiding principles to be strong and prosperous by adopting the shared values of Integrity, Accountability, Respect for Human Dignity, Honesty, and Fairness.

Residents of the City can expect quality, cost-effective services and an excellent public safety program dedicated to providing the highest level of police and emergency services.

The two hospitals within the City limits, Community Hospital of San Bernardino and St. Bernardine's Medical Center, are state-of-the-art facilities. City residents also have access to the nearby Arrowhead Regional Medical Center and the world-renowned Loma Linda University Medical Center.

Home to one of only a few premier soccer facilities in Southern California, visitors and residents of the City of San Bernardino will find no shortage of entertainment. With 35 parks and 11 community centers, residents and visitors can enjoy playgrounds, swimming, youth sports, adult sports, senior activities, and special interest classes. The City's menu of programs and services includes a public library system comprised of one primary and three library branches, which provide life-long learning to the world of ideas, information, and creative experience for all citizens of San Bernardino. There are multiple venues for art, performing arts, and concerts in the City, such as the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen Amphitheater, and the Garcia Center for the Arts. Several colleges provide quality education and programs, including San Bernardino Valley College, California State University, San Bernardino, and Loma Linda University Health – San Bernardino Complex.

### CITY GOVERNANCE

The City of San Bernardino is a Charter City and governed by the Council-Manager form of government. The governance structure is comprised of an at-large, elected Mayor and seven Council Members elected by constituents in the specific ward. Each elected official serves a four-year term.

#### MISSION STATEMENT

*Our mission is to provide quality and cost-effective services to the people of San Bernardino. We will provide excellence in leadership through the allocation of public resources to City programs that are responsive to community priorities and maximize opportunities for economic, educational, and cultural viability.*

To learn more about the City of San Bernardino, go to: <http://www.ci.san-bernardino.ca.us/>.

### THE POLICE DEPARTMENT

#### What it takes ...

It takes planning and teamwork to bring together all of the different skills and talents that are needed to service a busy metropolitan area like the City of San Bernardino. The City is comprised of five districts, and we use a Community-Oriented Policing Philosophy as the foundation for the delivery of service to the community.

#### Who does it ...

Our Executive Staff is a team of dedicated professional law enforcement managers who implement the Community-Oriented Policing Philosophy and deploy personnel based on the five District Plan. Today, 265 sworn officers make up the sworn component of the department. Another 150 civilian support staff members do a variety of service-oriented tasks so that sworn personnel can be a focus on law enforcement related duties.

## THE POSITION

Reporting to the City Manager, the Chief of Police discharges their duties in accordance with overall policy guidance articulated by the Mayor and City Council; plans, organizes, coordinates, and directs the overall public safety program of the City in the enforcement of law and order and in the prevention of crime; coordinates assigned activities with other departments and outside agencies.

### Key Functions and Priorities

- Ensures the department provides courteous and expedient customer service to the general public and City department staff.
- Assumes full management responsibility for all department services and activities including organizing, planning, coordinating and directing personnel engaged in the apprehension, arrest and detention of law violators, maintenance of police records, and the regulation of traffic; directs the development of law enforcement codes and ordinances.
- Manages the development and implementation of goals, objectives, policies and procedures for each assigned service area.
- Develops and directs public relations programs; cooperates and coordinates with Federal and State enforcement agencies in the apprehension and detention of wanted persons; interprets and disseminates information pertaining to law enforcement activities; ensures law enforcement officers are aware of new developments and law enforcement techniques.
- Coordinates and implements familiarization and training procedures with other communities, the Sheriff's Office and the California Highway Patrol to foster and develop reciprocal commitments in obtaining law enforcement assistance and support in emergency situations.
- Prepares articles and speeches; prepares reports, manuals, studies, bulletins, and reviews of law enforcement services and facilities; attends conventions, advisory board conferences, and educational courses relating to new law enforcement procedures; attends civic and community organization meetings to explain the activities and function of the department, and to establish favorable public relations.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; reviews performance of employees; provides employee counseling; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.



## THE IDEAL CANDIDATE

The ideal candidate will be a collaborative leader who views the department as part of the City's team, will be responsive and sensitive to the community, transparent, and is media-savvy following modern policing and technology trends. An effective and diverse staff supports this position; the successful candidate will continue to encourage development within the team and embrace diversity within the department and community. The ideal candidate will have a management background in a large law enforcement agency, with experience in establishing and maintaining a fluctuating budget as grant approvals increase.

### Key Attributes and Characteristics

- Excellent leadership skills with an even-keeled demeanor and the ability to establish rapport within the department.
- A leader who can continue a community-focused environment while ensuring the inclusiveness of a diverse population within the department and community.
- Detail-oriented and accurate with the ability to articulate concepts and ideas clearly and directly.
- Politically astute and understands political implications while remaining apolitical.
- The ability to collaborate and build consensus with a wide variety of cultures, and mutual aid agencies, along with the department's union.
- Excellent communication skills; humble, professional, honest, and possesses high integrity.

## QUALIFICATIONS

A typical way of obtaining the knowledge, skills, and abilities outlined above include:

- Bachelor's degree in Administration of Justice, Pre-law, Public Administration, Police Science, Criminology or related field
- Five (5) years + of command experience at Police Captain level or above in a city comparable to San Bernardino.

## COMPENSATION AND BENEFITS

The annual salary for the Chief of Police is up to \$279,120.

In addition to a competitive salary, the City offers an attractive compensation and benefit package that includes:

### ► Retirement

- ◇ California Public Employees' Retirement System (CalPERS).
  - Classic Members with less than six (6) months of separation from CalPERS: 3% at 55, final compensation period is based on single highest year plan. Employee contributions/cost sharing 12% (9% employee share and 3% employer share).
  - PEPRA New Members CalPERS: 2.5% at 57, final compensation period based on three highest year average plan.
  - Post-Retirement Survivor Allowance

### ► Health Insurance

- ◇ Monthly City contribution of \$1,125 employee-only or \$1,250 employee + family towards Medical, Dental, and Vision Care Insurance Plans.
- ◇ Wellness/physical Benefit of \$250.00/year.
- ◇ Health Insurance Waiver Stipend.

### ► Leaves

- ◇ Twelve (12) City-designated holidays. The equivalent of one hundred eight (108) holiday hours each year.
- ◇ An additional eighteen hours (18) of holiday leave awarded January 1st, each year.
- ◇ After twelve (12) months of continuous service, you will have a bank of eighty (80) hours of vacation leave and continued accrual each pay period after.
- ◇ After three (3) months of continuous service, you will be granted thirty (30) hours of paid sick with an accrual rate of eight (8) hours per month thereafter to a maximum of one thousand forty (1040) hours.
- ◇ A bank of eighty (80) hours of administrative leave awarded July 1st each fiscal year, up to an additional twenty (20) hours may be granted for a total of one hundred (100) hours per fiscal year.

► **A Department Head reimbursement allowance** of up to \$50 per month to cover work-related employee events.

► **Life & Accidental Death and Dismemberment Insurance** – The City provides Term Life and Accidental Death & Dismemberment (AD&D) Insurance.

► **Other** – Optional Deferred Compensation Plan, flexible benefits plan, pre-tax childcare plan, employee assistance program, and all other benefits received by Management/Confidential employees of the City per Memorandum of Understanding.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The position is continuous/open until filled.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/chief-of-police/>

Resumes should reflect years and months of positions held, as well as the size of the past organization(s).

For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.



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