

Chief of Police



Koff & Associates
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CITY OF CALEXICO CA

Founded in 1899 and incorporated in 1908, the City of Calexico is geographically located in Imperial County on the US-Mexican border midway between the cities of San Diego and Yuma and has a population of approximately 40,000 residents. Calexico is regionally known as a friendly, active border community that attracts hardworking people who take great pride in the City's 113-year history. Approximately 100 miles from San Diego and 200 miles from Los Angeles makes Calexico an attractive location for major employment, entertainment and tourist areas in the region.

CITY GOVERNMENT

Calexico is a full-service, general law government city operating under the Council-Manager form of government. The City residents elect an at-large non-partisan Mayor and four Councilmembers for four-year overlapping terms. The City Manager is appointed by the City Council to oversee all City operations/personnel. The City employs 150 employees in the following departments: Administration, Finance, Human Resources, Economic/Community Development, City Clerk & Information Technology, Police, Fire, Development Services, Community Services, Public Works and Utilities.

To learn more about the City of Calexico, go to: www.calexico.ca.gov

CALEXICO CA POLICE DEPARTMENT

The purpose of the Calexico Police Department is to safeguard the lives and property of those we serve and to hold perpetrators accountable for their actions. Through community partnership, the department will work diligently every day to reduce the incidence of crime and improve the quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence. The Calexico Police Department consists of two divisions: Operations (Patrol) and Support Services (Records, Communications, Animal Control, Evidence, Parking Enforcement, and Reserves). Currently, there are 37 full-time and two part-time employees in the Department.



Mission Statement

To build trust in the community by respecting and protecting the constitutional rights of all persons, providing service with honor and respect, protecting life, and promoting strong partnerships with the community thereby increasing the quality of life for all of Calexico.

Vision

- To enhance public safety through community awareness and engagement
- To promote police-community partnerships and interaction whereby the police respond to the needs of the community and the community supports its police department
- To reduce the fear of crime through community-based policing
- To provide mentors to our community and its greatest natural resource "The Children"

Core Values

Duty - To serve the community first, and with consideration of others always

Loyalty - To serve the community, profession, and organization

Respect - To treat others as you treat a family member, with dignity and compassion

Honor - To live up to the tenets of the law enforcement code of ethics and the values of the police service

Integrity - Do the right thing always and engage in behavior that is ethical, professional and demonstrates good character

Courage - To face adversity with dignity and poise

Dedication - To provide selfless service to the community as a police employee

POLICE CHIEF

Under the direction of the City Manager, plan, organize, control and direct the activities and personnel of the Calexico Police Department; assure the protection of life and property and prevention of crimes; direct Department operations including crime prevention, law enforcement, public relations, border patrols and related functions; supervise and evaluate the performance of assigned personnel.

Essential Duties

- Plan, organize, control and direct the activities and personnel of the Calexico Police Department; develop, coordinate and evaluate Departmental activities and programs; meet with staff, City officials, citizens and others regularly to discuss day-to-day problems, develop strategies to resolve future problems and to assure maximum benefit from available resources.
- Prepare department annual operating budget; control and monitor expenses within budget; assure fiscal responsibility and cost consciousness; prepare budget and grant applications, reports and letters as appropriate; identify sources for grants.
- Establish and assign patrols for the Border Safety Zone; monitor daily flow of pedestrians and vehicles through the Calexico Port of Entry from Mexico into the United States; monitor and assure compliance with State and federal regulations regarding narcotics trafficking, contraband, technology, money, weapons and crimes against people or property.

- Provide technical expertise, information and assistance to various administrators, officials and Council members regarding Police Department functions; assist in the formulation of policies, procedures and programs to assure an economical, safe and efficient work environment; provide consultation concerning unusual trends or problems and recommend appropriate corrective action.
- Resolve complaints, concerns, issues or questions regarding Police Department personnel or Departmental policies or procedures; conduct private or group meetings or respond by telephone or written communications as needed; meet with Council and City Manager regarding priorities and services; oversee Internal Affairs investigations.
- Prepare and review a variety of administrative reports, correspondence and other written materials; direct the preparation and maintenance of Police files, records and reports; review and revise written policy based on legislative changes, court decisions and City Council directives.
- Represent the City at various functions and meetings; attend City Council, staff, community, citizen and other meetings as assigned; meet with various State and federal agencies including Mexican state, federal and related agencies.
- Confer with other law enforcement officials to coordinate investigations and enforcement efforts and discuss law enforcement issues.

Working Knowledge Of

- Technical and administrative phases of crime prevention, law enforcement, rules of evidence and related functions; Modern principles, practices and methods of Police administration, organization and operations.
- Municipal, State and federal criminal and related laws, ordinances and codes.
- Fundamental principles and modern practices of administration, including those related to office management, personnel and general budgetary and fiscal practices with special emphasis in the area of public safety.
- Oral and written communication skills; Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.

Ability To

- Plan, evaluate and direct the work of subordinates performing varied operations connected with Police activities.
- Assure effective Police protection of the citizens of Calexico.
- Oversee and direct diversified programs and activities within the Police Department.
- Establish and maintain effective and cooperative working relationships with other City officials, State and federal authorities, civic leaders and the general public.
- Analyze complex Police problems and adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Read, interpret, apply and explain rules, regulations, policies and procedures.



IDEAL CANDIDATE

The ideal candidate will be a collaborative, seasoned, innovator who leads from a position of humility, compassion and courage. The next Chief will be out in the community, meeting people, responsive, and sensitive to the community's needs; particularly our hard to reach and disadvantaged community partners. The ideal Chief leads by example, is transparent and an engaging team-builder who is able to lead a professional law enforcement agency engaged in proactive community-policing. The successful candidate will have excellent communication and interpersonal skills necessary to build positive working relationships and professional partnerships, and be a collaborative, inclusive, and ethical leader. The City's Chief of Police should be accessible to all, relate well to the rank and file, lead with fairness, and embrace workforce diversity in recruiting and hiring. The successful Chief will provide consistent, honest and proactive communication up and down the chain-of-command. The successful Chief will be a champion of outreach into the community and able to cultivate successful relationships with community groups and civic leaders as well as neighborhood groups and associations. The ideal candidate should be apolitical, yet politically savvy. He/ She will work closely with the City Manager, City Council and community. He/She will have a track record as an effective change agent; motivational, proactive, innovative, and compassionate, as well as flexible and patient. The Chief's passion for police work in service to the community will be a hallmark of his/her daily endeavors.

KEY ATTRIBUTES AND CHARACTERISTICS

- Humility. A steadfast leader who can serve with empathy and compassion.
- A leader who will set the example, be visible, and can build a community-focused environment while ensuring inclusiveness, transparency, and trust within the department and the city.
- Politically astute. Understand and be conscientious of community perception and needs. Be an example to others by being accountable, setting a positive example, and setting a high standard of professional and personal integrity.
- Excellent communication and interpersonal skills; possesses humility, is honest, and cares about their community and the people he/she leads.



- A compassionate manager that provides staff support, takes an interest in employee growth and development, mentoring, as well as their physical and mental health.
- The ability to collaborate and build consensus and partnerships with outside agencies.
- A visionary leader who understands small town nuances and strives to achieve the city's long-term vision for its Police Department.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in criminal justice, public administration or similar degree
OR combination of education and training equivalent to a Bachelor's degree in criminal justice, public administration or similar degree.
- **Experience:** Seven years experience in a qualified federal, state, or local law enforcement agency including at least three years of division-level supervisory experience.
- **Licenses or Certificates:** Possession of a valid California Driver's License, POST Supervisory and Management Certificates.

COMPENSATION AND BENEFITS

The annual salary range: \$114,495.00 to \$139,173.00

- **Retirement:** The City participates in CalPERS with a 2.0% @ 50 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2.7% @ 57. City pays the employer share with an employee contribution of 13%.
- **Health Benefits:** The City participates in a Self-Funded Health Insurance Program which includes an excellent medical plan, along with dental and vision. The City pays 80% of the plan cost, 20% of the cost is paid by the employee.
- **Holidays:** 12 paid holidays annually plus 2 floating holidays.
- **Administrative Leave:** City Executive Management are entitled to 64 hours of management leave per calendar year.
- **Vacation:** Accumulates 12 working days the 1st year; increases are dependent on years of service. May carry up to 2-years balance.
- **Sick Leave:** Employees accrue at the rate of one day for each full month of employment (eight-hour day).
- **Bereavement Leave:** Up to three days.

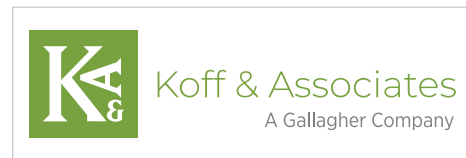
- **Life Insurance:** City paid \$50,000. term policy. Employee may purchase additional life insurance.
- **Employee Assistance Program:** is offered to employee and eligible dependents.
- **Deferred Compensation:** a deferred compensation plan is available to employees.
- **At-Will position.** Employee will receive an employment contract providing for severance benefits of 3 months' salary.

APPLICATION PROCESS

First Review of Candidates: January 24, 2022

To be considered, please submit a resume, cover letter, and five work-related references to: <https://koffassociates.com/police-chief-2/>

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 mid-January 2022**. Extensive reference and background checks will be completed on the selected **final** candidate.

