



Koff & Associates
A Gallagher Company



City of El Monte, California

Chief of Police

(Internal Recruitment Only)



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ABOUT EL MONTE

Located approximately 12 miles east of downtown Los Angeles, El Monte is the hub of the San Gabriel Valley, where two major freeways - Interstates 605 and 10 - intersect, and is the ninth largest city (out of 88) in Los Angeles County with a population of approximately 120,000. The land uses within its 10 square mile area are 58% residential, 11% retail, 10% industrial, 7% office/retail, and 14% other of amenities. El Monte also has an ethnically diverse and dynamic population with 72% Hispanic, 18% Asian, and 7% White.

As the San Gabriel Valley continues to grow, so does the City of El Monte through new businesses and quality housing. Many public improvements are underway to provide an attractive and safe environment for its economic growth. El Monte has maintained a reputation for a "business friendly attitude" by attracting commercial and retail businesses as well as international corporations. Other business tools include business financing through Grow El Monte, a pro-active Chamber of Commerce, and a Recycling Market Development Zone. Several trade and professional colleges are also located in the City, providing workforce education to support local businesses.

El Monte is also home to Longo Toyota, the number one auto dealer in the United States by sales and volume. Other major retail businesses include Home Depot and Sam's Club. Major industries include the Von's Distribution Warehouse, Wells Fargo Operations Center, and regional offices for East West and Cathay Banks.

With the growing population in El Monte, community and educational facilities continue to improve. New parks are being built to serve the growing population with many active sports programs. A brand-new Aquatic Center with three pools is located along the Tyler Avenue Heritage District, which includes the City's Community and Senior Centers, museums, and a public library.

El Monte also encourages quality housing developments through well thought-out architectural designs, use of high-quality materials, and enhanced landscaping. Promoting affordable homeownership in the City is vital in maintaining our quality of life. For first-time home buyers, the City's Housing Division offers Homebuyer Assistance Programs for eligible households.

In addition, the appearance of our neighborhoods has greatly improved, partly due to various programs offered by the City, and partly due to the growing pride and awareness of our residents that El Monte is a great place to live, work, and play.

THE POSITION

Reporting to the City Manager, the Chief of Police plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department including community policing, patrol, traffic, investigations, internal affairs, communications, and supportive services; formulates departmental policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

Additionally, this position oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. The Chief of Police provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.





MISSION STATEMENT

The Members of the El Monte Police Department are committed to improving the quality of life in the City of El Monte. We will strive to provide a safe environment and promote security. This will be done in partnership with the community utilizing courtesy and respect.

To learn more about the El Monte Police Department, go to:
<https://www.ci.el-monte.ca.us/209/Police>

THE IDEAL CANDIDATE

The ideal candidate will have a broad and varied professional background that demonstrates success in working with a diverse community, while leading a professional law enforcement agency effectively engaged in proactive community policing. The successful candidate will be dynamic, open-minded, and have excellent communication and interpersonal skills necessary to build positive working relationships and partnerships at all levels within the department, with other City departments and the entire community. The Chief will provide consistent communication and outreach to the El Monte community, promote community problem solving, involve residents in fighting crime, and establish successful relationships with community organizations. The new Chief of Police will exemplify integrity and professionalism, while promoting service-oriented policing, engagement, and partnerships throughout all levels of the department. The ability to lead by example, be a team player, and instill accountability while treating employees and the community equitably and with respect will be essential to success. Successful candidates will be open to input, serve as an advocate for the department while balancing the needs of stakeholders, have a collaborative problem-solving approach, and embrace workforce diversity and inclusion.

Key Areas of Experience

- Demonstrated experience working closely and collaboratively with all members of a community.
- Ability to evaluate departmental policies and practices to align with the needs and values of a diverse community.
- Advanced knowledge of the law and current trends in Federal and State legislation.
- Advanced knowledge of budgeting and financial practices applicable to a municipal police department.
- Experienced in performing all aspects of police officer, detective, sergeant, lieutenant, and captain functions.
- Advanced knowledge on the principles of conducting internal affairs investigations and other employee development practices.

- Knowledge and ability to apply the principles of organizational emergency management and the ability to apply all the elements of the incident command, emergency planning and operations.

Professional Characteristics

- **Expert Communicator** – Communicates clearly and concisely, both orally and in writing.
- **Strategic Administrator** – Plans, directs, and coordinates the work of the Police Service of El Monte to meet short-term public safety objectives in concert with the department's multi-year Strategic Plan priorities.
- **Steadfast Leader** – Develops and administers sound Departmental policies, making decisions in accordance with laws, regulations, and City/Department policies.
- **Inclusive Recruiter** – Attracts and retains a diverse staff of sworn and civilian staff enriched by the cultural diversity which sets El Monte apart.
- **Respected Mentor** – Identifies and develops talented subordinates to assume increasing levels of responsibility in service to the community.
- **Skilled Supervisor** – Delegates, while monitoring performance. Holds all subordinates accountable in a timely manner and imposes discipline when appropriate.
- **Collaborator & Bridge Builder** – Promotes community unity and forges effective working relationships.
- **Facilitator** – Works constructively with all internal and external stakeholders, including command staff and labor organizations.
- **Enterpriser** – Takes initiative to continue the Department's progress in the area of community-oriented policing while finalizing and implementing the Department's Strategic Plan.
- **Equitable Leader** – Leads by clear example, to ensure that officers value the richness of El Monte's ethnic diversity and interacts with all community members in an unbiased manner.
- **Proactive Chief of Police** – Invests in the City's future by reducing gang/youth problems through meaningful intervention strategies.
- **Visionary** – Leads to achieve the City's long-term vision for the Police Service of El Monte.

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skill, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in criminal justice, public policy, public administration, or a related field.
- Master's degree from four-year university desired.
- Eight (8) years of increasingly responsible sworn law enforcement management experience.
- Three (3) years at the rank of Captain or above.
- Possess Advanced Certificate of California POST.
- Possess POST Management Certificate.
- Completion of an executive level training course to include FBI/NA, Command College, Senior Management Institute for Police, or similar is preferred.
- FBI National Academy Graduation Certificate is preferred.



SALARY AND BENEFITS

The salary range for the Chief of Police is \$212,866.03 - \$258,740.76 annually, DOE.

The City provides competitive benefits that includes holidays, vacation, sick pay, executive leave, medical, dental, and vision insurance, technology, uniform and vehicle allowance, retirement through the CalPERS system, and more.

For specific information on the benefits, visit
<https://www.ci.el-monte.ca.us/DocumentCenter/View/4754>.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The Final Filing date is Tuesday, May 31, 2022.

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

Resumes must reflect months and years for positions held.

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 panel interviews.

