

CITY OF EAST PALO ALTO, CALIFORNIA

Chief of Police



THE COMMUNITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983, the residents decided to incorporate as East Palo Alto. The City features a rich heritage, a culturally diverse community, and a moderate climate. Centrally located with close proximity to the San Jose and San Francisco international airports, East Palo Alto brings a commitment to the environment and to expanding open space and park facilities. This is a friendly residential community with a small town, family-oriented atmosphere, with a progressive public school district and excellent private schools. Major nearby colleges include Stanford University, San Jose State University, San Francisco State University, and the University of San Francisco. The population is approximately 31,500 with an area of 2.5 square miles.

GOVERNANCE

The five-member City Council is the duly elected governing body of the City and is elected to serve four-year terms. To assist the Council and the citizens of the City in carrying out the duly established policies of the Council and to administer the needs of the City, the Council establishes the structure and procedures for governing and administering the City. The Council appoints the City Manager and City Attorney. The City Manager in turn appoints other City department heads, who are generally responsible for the proper function of their respective departments in carrying out the established policies of the Council and serving the needs of the citizens.

THE DEPARTMENT

The East Palo Alto Police Department is one of the most diverse police agencies in the Bay Area, reflective of our East Palo Alto community. It is committed to working with our community to develop and implement crime prevention and deterrence strategies while enforcing local, state, and federal laws and is dedicated to investing in training and developing officers to deliver the best possible service to its community.

The City of East Palo Alto is poised for significant development within the next several years. With the increased development, the City can expect to invest in critical infrastructure such as a new Police and City building to meet anticipated needs. The Department has a staff of 49, including 36 sworn officers.

THE POSITION

Reporting to the City Manager, the Chief of Police plans, organizes, manages, and provides direction and oversight for all functions and activities of the Police department, including field operations, criminal investigations, communications, and management services; coordinates department activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups, and provides highly responsible and complex professional assistance and law enforcement expertise to the City Manager.

The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council objectives and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization. The City of East Palo Alto's next Chief of Police will guide and lead the department through the changes that are occurring in policing throughout the nation. This position requires someone who understands and is prepared to define and implement strategies and methodology required for law enforcement to be successful today and in the future.

Example of job duties include but are not limited to the following:

- Assumes full management responsibility for all police programs, services, and activities.
- Plans, organizes, controls, directs, and participates in the patrolling of City streets, parks, commercial, and residential areas; reviews, analyzes, prioritizes, and coordinates response to emergency situations and observed or reported harmful or illegal conditions and activities by directing investigations or taking appropriate action; participates in responding to major incidents of crime; provides back-up and cover assistance to other officers as needed; detects, apprehends, arrests, and transports suspected or convicted criminals.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary; periodically reviews and authorizes specifications for new or replaced equipment.





- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures, including assignment and review of internal affairs investigations; responds to staff questions and concerns.
- Promotes and ensures conformance to the City's commitment to integrity and community policing strategies.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Provides highly complex staff support to the City Manager and City Council on issues related to law enforcement and community policing activities; provides advice to City staff, external organizations, community groups, and the public on matters related to areas of expertise.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Represents the department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Directs and participates in the preparation and maintenance of various records, reports, and files related to crimes, investigations, traffic accidents, dispatch, cases, staff, and department activities; prepares periodic, mandated, and special reports for the City and State; composes press releases, articles, and other publications concerning law enforcement investigations and other public safety issues.

- Coordinates, directs, and participates in the inspection of major crime scenes to identify and collect potential and actual evidence; observes, interviews, and interrogates victims, witnesses, and suspects; analyzes cases and identifies trends for the adoption of best practices and improved procedures.
- Assesses technology advances in law enforcement and opportunities for the East Palo Alto P.D.
- Attends, conducts, and participates in various meetings as assigned; attends and participates in various conferences and training sessions; prepares and delivers oral presentations concerning department activities, needs, and issues.
- Provides first aid, cardiopulmonary resuscitation (CPR) and rescue services at crime scenes, accidents, and other emergency situations as needed.
- Conducts special projects as required; effectively presents data and conclusions to City management, elected officials, and external agencies.

THE IDEAL CANDIDATE

The ideal candidate will be a seasoned professional with demonstrated success working through leadership transition in a diverse community while leading a law enforcement agency effectively in proactive community policing. The successful candidate will be open-minded, possess high moral character 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 East Palo Alto residents, businesses, and other key stakeholders; promote collaborative problem solving, involve citizens in fighting crime and establish successful relationships with outside organizations. The new Chief of Police will exemplify integrity and professionalism, while promoting service-oriented policing, engagement, and partnerships throughout the city and within the department. The ability to lead by example, be a team player and instill accountability while treating employees and citizens equitably and with respect will be essential to success. Qualified candidates will be open to input and have an inclusive problem-solving approach and embrace workforce diversity and inclusion.



It is imperative that City of East Palo Alto's Chief of Police understands the necessary relationship with the community and takes the opportunity to listen to and address community concerns with empathy, transparency, and understanding. Residents are engaged and having a Chief that is equally engaged and has a sense of being a part of this community while being open and present is critical for success in this position. East Palo Alto has a diverse population, so the new Chief must have experience in building local and regional partnerships while keeping a focus on protecting civil liberties.

Key Attributes and Characteristics

- Communicates clearly and concisely, both verbally and in writing.
- Plans, directs, and coordinates the work of the Police Service of East Palo Alto to meet short-term public safety objectives in concert with the Department's multi-year Strategic Plan priorities.
- Develops and administers sound Departmental policies, making decisions in accordance with laws, regulations, and City/Department policies.
- Attracts and retains a diverse staff of sworn and civilian staff enriched by the cultural diversity which sets the city apart.
- Mentors and develops talented subordinates to assume increasing levels of responsibility in service to the community.
- Delegates, while monitoring performance. Holds all subordinates accountable in a timely manner and imposes discipline when appropriate.
- Promotes community unity and forges effective working relationships.
- Works constructively with all internal and external stakeholders, including command staff and labor organizations.
- Takes initiative to continue the Department's progress in the area of community-oriented policing.
- Leads by clear example, to ensure that officers value the richness of East Palo Alto's diversity and interacts with all community members in an unbiased manner.
- Invests in the City's future by reducing crime problems through meaningful intervention strategies.
- Uses innovation, technology, and strategic leadership to achieve the City's long-term vision for the Police Service of East Palo Alto.

QUALIFICATIONS

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

- Equivalent to a bachelor's degree in public administration, criminal justice, police science, or a related field.
- Seven (7) years + of progressively responsible service as a uniformed officer.
- Four (4) years + in a capacity similar to a Police Commander or equivalent classification with demonstrated advanced leadership experience.
- Possession of a Management certificate issued by the California State Commission on P.O.S.T.
- Possession of a valid Cardiopulmonary Resuscitation (CPR) certificate is required at the time of appointment.

SALARY AND BENEFITS

The salary range for this position is \$191,016.03 - \$232,181.17

The City also pays a competitive benefits plan as follows:

- **Retirement** – CalPERS Classic Members: 3% @ 50 formula; employees pay a nine percent (9%) pre-tax contribution. CalPERS New Members: 2.7% @ 57 formula.
- **Health Benefits** – For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. City pays 100% employee Kaiser Coverage and 65% Dependent Coverage.
- **Dental Insurance** – Dental insurance is through Delta Dental. City pays full cost for employee only.
- **Life Insurance** – City pays for coverage up to \$150,000.
- **Long-Term Disability Insurance** – City pays for this coverage.
- **Paid Leave** – The City of East Palo Alto offers a generous paid leave program, including:
 - » **Holidays** – 13 per year.
 - » **Vacation** – 80 hours per year.
 - » **Management leave** – Up to 60 hours per year.
 - » **Sick Leave** – 8 hours/month.
- **Employee Assistance Program**: The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, October 21, 2022.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to:
<https://koffassociates.com/chief-of-police-5/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



Koff & Associates
A Gallagher Company

Frank Rojas
(510) 495-0448
frojas@koffassociates.com

Carlo Zabala
(510) 342-3233
czabala@koffassociates.com

Website: <https://koffassociates.com/>

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 executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.