



# POLICE CAPTAIN



**BOB MURRAY  
& ASSOCIATES**  
EXPERTS IN EXECUTIVE SEARCH

## THE COMMUNITY

The City of San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland, and San Francisco. San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito and Hercules. Historically one of the oldest Spanish settlements in the region, San Pablo has become a thriving residential and business community with a population of about 30,000 in an area of approximately three-square miles.

San Pablo is located less than one hour away from international airports in Oakland and San Francisco. Access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are close by. AC Transit bus line service includes San Pablo in its route from Fremont to Pinole. Containerized shipping, ports, and railway access are located in Richmond and Oakland.

The City offers youth programs and senior services to meet a variety of special needs and interests, and is home to an impressive community college. A staple of any solid community, multiple healthcare services are located nearby.

San Pablo is fortunate to have a diverse community featuring a newly constructed City Hall (Spring 2020), and library (Summer 2017). The City also has plans for a future state of the art Police Department and Public Facility Regional Training Center. . The City has a community foundation which focuses exclusively on enhancing community support systems that directly benefit residents through healthcare, music, education, anti-violence efforts, elder abuse education and reform, living skills, and several other specific community services. In 2012, the City developed a new community center at the City's only middle school and boasts a new recreational sports field complex built in 2015.

## THE ORGANIZATION

The City of San Pablo's City Council consists of five members elected by registered City voters at large. Council Members serve four-year staggered terms. The Council selects a Mayor annually, who serves as presiding officer during all City Council/Local Successor Agency meetings and study sessions. Council duties include adopting a budget, enacting legislation, establishing basic policy of the City, and appointing City Manager, City Attorney and members of City Committees and Commissions.

The City Manager is the Chief Administrative Officer of the City of San Pablo and reports to the City Council. The City Manager is responsible for all City



operations and directly oversees personnel actions, Human Resources, Information Services, directs all City policies, agreements, agendas, financial transactions, budgets, City Clerk functions and special projects. The City Manager also serves as the Executive Director of the Local Successor Agency and the San Pablo Economic Development Corporation.

The City's operating Departments include Police, Financial Services, Community Services (including Recreation, Youth Services, and Senior Services), Development Services (Planning and Building), and Public Works and Engineering. An Economic Development function is administered in the City Manager's Office.

## THE DEPARTMENT

The San Pablo Police Department is a full-service community-based law enforcement agency, consisting of fifty-nine (59) sworn police officers, twenty-five (25) full-time civilian employees, and six (6) part-time civilian employees. The agency's administration is separated into two major divisions—Operations and Support Services—managed by the Chief of Police, two (2) Captains, three (3) Lieutenants, and ten (10) Sergeants. Uniformed patrol teams respond to all calls for service from the public and provide crisis intervention when necessary. Investigations provide advanced follow up investigations of all Part I criminal offenses and/or other assigned cases. Support services control distribution and maintenance of all police records and data entry.

Dedicated to Providing Exceptional Police Service, the San Pablo Police Department is committed to safeguarding our community through our three crime reduction strategies:

Community Policing, Progressive Training, and Technology



## THE IDEAL CANDIDATE

The City of San Pablo is seeking a seasoned, professional law enforcement executive to assume the role of the City's Police Captain. It is highly desirable that the selected candidate have a commitment to honesty and integrity and a strong appreciation for diversity. An energetic, motivated individual with strong leadership skills and cultural sensitivity will be valued. The successful candidate will set the example for others in the Department to follow and maintain a high level of discipline. A skilled and open communicator who will maintain open lines of dialogue with all stakeholders is sought.

The new Captain must be accessible to all members of the organization. An individual who understands the needs and diverse culture of the community and organization and acts as a visibly positive influence is sought. The ideal candidate will foster teamwork to support the Department's mission through mentoring, leadership, open communication, and creative problem solving. Successful candidates will embrace the vision established by the Police Chief and work as a key member of the City's management team to build a system in which the Department can thrive. The Police Captain must be committed to excellence and the professional development of all personnel.

A strong collaborator who is open, honest, and receptive to feedback will be valued. The ideal candidate will be proactive with regard to community and internal issues, with the ability to establish and maintain relationships within the community and with outside agencies. Excellent oral and written communication skills are a must for this position, as is loyalty to the organization and the ability to interact with all personnel of the Department on a regular basis.

The ideal candidate will have the ability to plan, staff, direct, and coordinate the varied programs and responsibilities of a major police division; research, analyze, study, and report on topics relating to police practices and procedures; plan for major events and tactical situations; develop programs, directives, guidelines, and procedures; prepare staff reports with options and recommendations; communicate clearly, objectively, and effectively, both orally and in writing; analyze situations accurately and swiftly and adopt an effective course of action; develop and manage an annual budget; utilize contemporary technology such as communication devices/systems, computers, software, and applications;



prepare written reports and make presentations; and exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of work. Personnel from large police agencies are encouraged to apply.

It is expected that candidates will have a demonstrated knowledge of the principles and practices of supervision, training, mentoring, evaluating, and implementing progressive discipline; laws and regulations in the supervision of law enforcement personnel, such as the Police Officer Bill of Rights; modern concepts and practices of municipal, public, and police administration including crime prevention, community policing, juvenile delinquency control, gang enforcement, and other current issues; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, emergency preparedness, record keeping, and care and custody of persons and property; local, state, and federal laws and case decisions; methods of managing and planning for patrol, investigation, dispatch, business services, crime prevention, youth services and family counseling, animal control, tactical and major event planning; principles and practices of municipal budget preparation and administration; effective communication techniques, including public speaking; complex research and reporting methods; and effective application of human relations techniques.

Candidates must possess a minimum of ten (10) years of experience as a police officer in a municipal or county police agency with at least two (2) years at a level equivalent to a Police

Lieutenant (2nd level supervisor). A Bachelor's degree from a four-year accredited and POST acceptable college or university with major coursework in police science, criminal justice, administration of justice, psychology, business/public administration, or a related social science field is required. A POST Management certificate is highly desirable as is possession of a Master's degree in a related field from an accredited and POST acceptable college or university. Successful completion of the California POST Command College Program, the FBI National Academy, and/or the California Police Chiefs Executive Leadership Institute is also desirable. Well-rounded police career development is preferred.

## COMPENSATION

The monthly salary range for the Police Captain is \$14,081-\$17,115 (\$168,972-\$205,380/year); placement within this range is dependent upon qualifications and experience. The City also offers an attractive benefits package including:

**Retirement** – Public Employees' Retirement System (PERS) 3% @ 50 for "classic" PERS members. 2.7% @ 57 for new CalPERS members. Classic and New members are required to pay a percentage of their salary towards the employee contribution. The City does not participate in Social Security.

**Health Benefits** – CalPERS Medical Insurance. City pays 90% of the selected level of coverage equal to 90% of the Kaiser plan.

**Medical Cash-in-Lieu** – Employees who waive medical will receive \$500 per month for Family coverage and \$350 for single party coverage.

**Vision Plan/Co-Pay** – A voluntary Vision plan is available.

**Dental Plan** – The City contributes monthly \$175.89 for family, \$106.76 for 2-party, and \$57.33 for single towards dental insurance.

**Vacation Leave** – Accrual by years of service up to from 96-256 hours per year depending on years of service.

**Sick Leave** – 96 hours per year.

**Administrative Leave** – 80 hours per year, credited on July 1 of each year.

**Professional Development Leave** – 24 hours per year, credited on July 1 of each year.

**Life Insurance** – \$10,000 policy through CLEA and \$60,000 policy (100% of premium paid by the City).

**Short/Long-Term Disability Benefit** – provided by the California Law Enforcement Association (CLEA) and also paid by the City.

**Employee Assistance Program** – 5 counseling sessions per year, per family member, per incident; available to employee and eligible family members.

**Educational Incentive and Degree Program** – City will reimburse Employee up to \$5,250 per calendar year for expenses related to a degree or certificate program that will enhance capacity of job-related duties.

**Multilingual Incentive** – 3 levels; \$100-\$300 based on fluency

**Uniforms** – Department paid and dry-cleaning service.

**Holidays** – 13 observed holidays; 1 Floating Holiday.

**Deferred Compensation 457** – A voluntary tax deferred plan is available.

**Other Benefits** – Various Incentive Pays, Special Assignment Pays, and Education Pay.

Future salary increases will occur in July 2021 (3.5%). This position is in the San Pablo Police Management Unit and is represented by the San Pablo Police Employee's Association.

## TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:**

**April 30, 2021**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of San Pablo. Candidates will be advised of the status of the recruitment following selection of the Police Captain.

If you have any questions, please do not hesitate to call Mr. Joel Bryden at:

(916) 784-9080

*Appointment will be based on best fit, education, training, competency, and experience as it relates to the position of Police Captain, successful completion of a thorough background investigation and reference checks, possible site visit by City representatives, and any other contingencies the employer needs to include.*

