



*The City of*  
**SIGNAL HILL**  
*California*



*invites applications for the position of*

**CHIEF OF POLICE**

RECRUITING SERVICES PROVIDED BY



## CITY GOVERNMENT

Signal Hill is a full-service charter city operating under a Council-Manager form of government. The City Council consists of five Council Members elected at-large to four year terms; the City Clerk and City Treasurer are also elected. Each year the Council chooses the Mayor and Vice-Mayor from among the Council Members. The Council appoints the City Manager, City Attorney, Deputy City Manager, and department heads.

The City Manager serves as the chief administrative officer of the City and is responsible for the day-to-day operations, including administering the annual operating budget and managing department heads. Signal Hill offers the traditional range of services and is organized across the Departments of Administration, Community Development, Community Services, Finance, Police, and Public Works. Fire services are provided by the Los Angeles County Fire Department.

Signal Hill has a history of prudent fiscal practices that have enabled the City to achieve and maintain a stable, positive long-term financial forecast and healthy financial reserves. It is supported by an operating budget of \$32.2M and capital budget of \$8.3M for Fiscal Year 2022-23.

Signal Hill is ethnically and culturally diverse and proud to be a progressive City that is attentive to the needs of its residents. Its 124 full-time-equivalent employees take a proactive approach to providing top notch services and ensuring a high quality of life for Signal Hill residents. Not surprisingly, the City enjoys the support and confidence of the community. The commendable relationship with the community and a stable work environment helps retain dedicated employees who are equally as committed to the community as they are their jobs. While the organization expects a great deal from staff members, the culture supports flexibility and honors life outside of work.

## POLICE DEPARTMENT

The Signal Hill Police Department is a full-service law enforcement agency serving the needs of the community. The SHPD employs approximately 35 sworn personnel and 16 full-time civilian employees and operates under the divisions of Administration and Operations. The current command structure under the Chief includes the Captain and the Lieutenant.

The SHPD is headquartered in a state-of-the-art, LEED Silver certified 21,500 square foot facility with an Emergency Operation Center, Communications Center, and City Jail.

The Signal Hill Police Department (SHPD) is committed to excellence in service by providing a proactive and professional level of police service, treating all persons with fairness, respect and dignity, and strengthening our partnership with the community.

The Police Department is a well-respected organization within the City structure and throughout the community and has a strong focus on training, professionalism, responsiveness, and community policing. The FY 2022-23 operating budget for the Department is approximately \$13 million and provides services related to municipal policing and public safety, 911 communications and dispatch, emergency operations, a City jail, records bureau and parking enforcement.

## THE COMMUNITY

The City of Signal Hill is located just 30 miles south of downtown LA and within four miles of the Pacific Ocean. Well-known for the discovery of a vast oil field in 1921 and its subsequent oil history, Signal Hill also claims the only accessible high ground for miles around: a 300-foot hilltop that gives the City its name and provides spectacular panoramic views.

Completely surrounded by the City of Long Beach, Signal Hill was incorporated in 1924 and today boasts one of the lowest business taxes in Los Angeles County, as well as no utility tax or Mello-Roos Assessment Districts. The City is aggressive in its economic development strategies and offers residential, retail and industrial residents the benefits of a full-service municipality while preserving the feeling of a small hometown.

Encompassing 2.2 square miles, Signal Hill has a population of 11,500 full-time residents and a daytime population of over 40,000. Over 80,000 commuters pass through the City each day, utilizing several major transportation arteries. Four major freeways, the Long Beach Airport, and the Blue Line light rail system are all convenient to Signal Hill.

With its central location, this vibrant City offers residents and visitors a wide range of amenities. Nine City parks, an extensive walking trail system, recreation programs, and an array of annual events bring the community together. Signal Hill is part of the Long Beach Unified School District and is home to award-winning public schools and the American University of Health Sciences. Other higher education opportunities abound nearby, including California State University, Long Beach, and Long Beach City College.





## THE POSITION

Under administrative direction, plans, oversees, and directs the operations and services of the Police Department, which includes law enforcement and crime suppression and prevention; implements policies and procedures related to program areas within the City and for contract agencies; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

## QUALIFICATIONS

**EDUCATION:** Bachelor's degree from an accredited college or university in public administration, criminal justice, police science, or related field. Master's degree or above preferred.

**PROFESSIONAL DEVELOPMENT:** Completion of a professional course of study, specifically in law enforcement, such as the FBI National Academy or the Police Executive Research Forum (PERF) Senior Management Institute for Police.

**EXPERIENCE:** Ten (10) years of extensive experience in all major phases of municipal police work, including at least three (3) years of experience at or above the rank of Police Captain.

**LICENSE/CERTIFICATION:** Possession of a Management Certificate from P.O.S.T. and the ability to obtain an Executive Certificate subsequent to appointment; and a valid Class C California driver license, acceptable driving record, and evidence of insurance are required.

## DUTIES

The next Chief of Police will need to be a strong leader with the ability to manage and lessen the tensions that at times accompany a call for change and address existing organizational issues. Meanwhile:

- Seek collaborative, team-oriented approaches to issues knowing when and how to make decisions to move forward.
- Embrace City Officials and civilian oversight; and promote its acceptance and benefits to the community and the Department.
- Connect to people from all cultural, ethnic, social and economic backgrounds.
- Engage in community conversations and recognize that law enforcement is in an era of transition; and build internal and external support for the transition.
- Honor and grow a strong organizational culture and build the morale of the Department in support of attracting and retaining employees.
- Build bridges across communities, see and understand other perspectives, and bring people together behind common goals and solution.
- Encourage openness and accountability with strong communication skills and be empathetic and transparent.
- Employ strong budget skills to support the Department's operations.
- Collaborate with other City Departments and community organizations while being mindful that public safety is a city-wide goal.
- Address minor crimes and homelessness in a proactive and effective manner.
- Mentor/coach staff and prepare the next generation of leaders.
- To view a list of essential duties, please visit: <https://www.governmentjobs.com/careers/signalhill/classspecs>.



## IDEAL CANDIDATE

The ideal candidate will be of the highest integrity and genuinely committed to being a collaborative, community-oriented, and accessible leader responsive to organizational needs by being open, honest, respected, and trusted in internal and external relationships.

The successful candidate must possess and be comfortable exercising emotional intelligence, political savvy, and compassion, as well as a hands-on approach to lead by example and build a spirit of teamwork. The next Chief will grow a strong organizational culture within the Department while advancing the Department towards enhanced use of evidence-based policing, crime reduction strategies, and data-driven decision-making.

Exceptional public speaking and writing skills are necessary, as well as skills of persuasion. The successful candidate must also be energetic, respectful of others, appropriately assertive, and an effective leader with a proven record of solid management and supervisory skills.

## APPLICATION AND SELECTION PROCESS

### Open Until Filled | Apply Immediately

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).



Please contact Bob Hall at (714) 309-9104 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Council. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam. **Please apply immediately as this recruitment may close at any time upon receiving enough qualified applicants.**

## BENEFITS

**SALARY RANGE:** \$177,147.17 - \$232,432.41 Annually, DOQ 2% COLA to be provided July 1, 2023. Management incentive pay: Additional salary (up to 25%) may be available to exceptionally qualified employees, which is based on performance following hire for the position.

**RETIREMENT:** CalPERS "Classic" members: 3% @ 55, required contribution of 9%; PEPRA members: 2.7% @ 57, required contribution of 13.75%.

**MEDICAL:** City provides a CalPERS health base contribution of \$1150 per month effective 01/01/2023. An additional \$600 per month is available for employees who require additional funds for health, dental, and/or vision premiums. 75% of any excess funds of the \$1150 base will be placed in the employee's deferred compensation account.

**DENTAL:** Under a Dental pool.

**VISION:** City paid insurance for employee only with option to add dependents.

**VACATION:** 96 to 176 vacation hours per year, depending on length of service.

**SICK LEAVE:** 96 hours of sick leave annually with buyback program in June.

**HOLIDAYS:** 80 paid holiday hours.

**PERSONAL/EXECUTIVE LEAVE:** 99 hours per year (prorated).

**BONUS PROGRAM:** Up to a maximum of \$1,000 per individual per fiscal year in recognition of exemplary performance.

**UNIFORM ALLOWANCE:** Up to \$925 annually.

**LIFE INSURANCE:** \$300,000 life insurance policy.

**SHORT AND LONG-TERM DISABILITY:** City provided.

**WELLNESS REIMBURSEMENT:** \$500 annual reimbursement for medical/health related expenses.

**DEFERRED COMPENSATION:** City provides a \$1 match for every \$2 contributed, up to 4% of annual salary.

**FLEXIBLE SPENDING ACCOUNT:** Employees may elect to participate in a "pre-tax dollar" flexible spending account for dependent care and/or unreimbursed medical cost.

**RETIREE HEALTH BENEFITS:** Up to \$885 per month depending on years of service.

**VEHICLE:** City provided vehicle or vehicle allowance

**FITNESS CENTER:** Available for use on site.