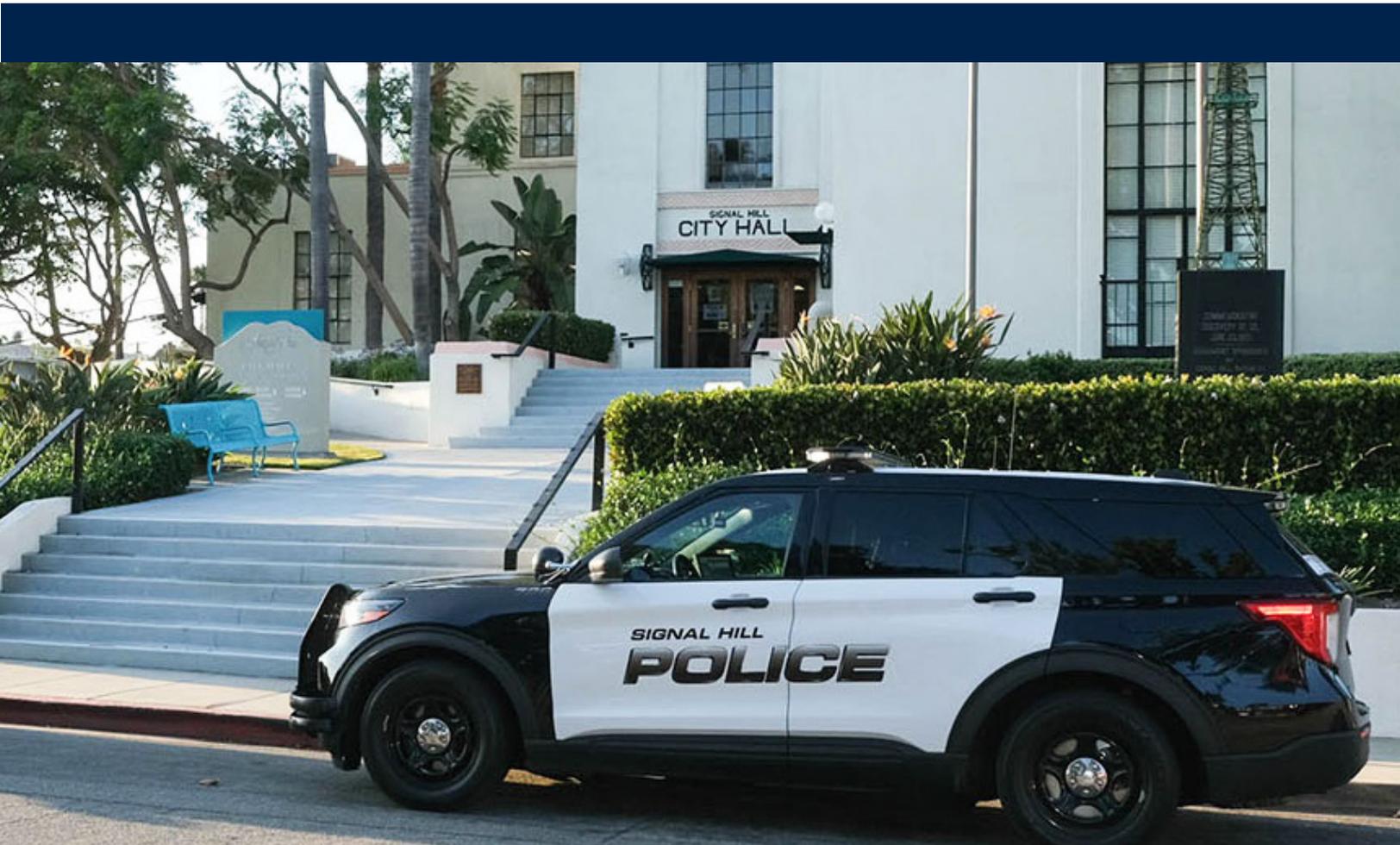




# SIGNAL HILL

*California*



*invites applications for the position of*  
**POLICE CAPTAIN**

## 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. Each year the Council chooses the Mayor and Vice-Mayor from among the Council Members. The City Clerk and City Treasurer are also elected.

Signal Hill offers the traditional range of services and is organized across the Departments of Administration, Community Development, Parks, Recreation and Library 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 \$33M and capital budget of \$13.5M for Fiscal Year 2023-24.

Signal Hill is ethnically and culturally diverse and proud to be a progressive City that is attentive to the needs of its residents. Its 128 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 recognizes the value of work-life balance.

## THE 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-oriented policing. The FY 2023-24 operating budget for the Department is approximately \$13M 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 a desirable place to live and work because of its safe neighborhoods, abundant business opportunities, inclusive culture, and beautiful green spaces. With its central location, the community takes great pride in its recreational amenities which include 11 City parks and open space area covering over 29 acres, an extensive walking trail system, abundant recreation and library programs, and an array of annual events.

The City of Signal Hill, with a population of 11,500 and covering 2.2 square miles, is located in Los Angeles County within four miles of the Pacific Ocean. Signal Hill was incorporated on April 22, 1924, roughly three years after the discovery of a vast oil field. Known for its beautiful setting, Signal Hill claims the only accessible high ground for miles around with an impressive hilltop park which provides spectacular panoramic views.

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.



# QUALIFICATIONS

**EXPERIENCE:** Six (6) years of broad experience in all major phases of municipal police work, including two (2) years as a Police Lieutenant or higher level classification.

**EDUCATION:** Bachelor's degree in police science, public administration, sociology or related field .

**LICENSES/CERTIFICATIONS:** Valid Class C California driver's license, acceptable driving record, and evidence of insurance are required. Possession of a Management Certificate from P.O.S.T. and the ability to obtain an Executive Certificate subsequent to appointment.

# DUTIES

*Essential responsibilities and duties may include, but are not limited to the following:*

- Plans, schedules, directs, supervises, analyzes, and reviews the work of subordinates; through management and supervisory personnel, assigns work and recommends personnel for employment, retention, promotion, and demotion; confers with commanders and sergeants regarding special assignments providing instruction and direction as needed; directs the preparation of the more complex criminal cases for court action.
- Conducts research into a variety of law enforcement and administrative issues; recommends or reviews departmental policy and procedures, City rules, resolutions, and ordinances; prepares administrative reports; responds to correspondence and informational requests; ensures implementation of practices, which comply with adopted policies, laws, and regulations; studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organization and operating procedures.
- Inspects work facilities and operations in all areas of assignments; analyzes problems and situations requiring corrective measures; initiates actions against personnel and aids and assists subordinate commanders as required.
- Determines service levels and staffing requirements; prepares and administers assigned aspects of the department budget; manages vehicles, property, training, investigations, communications, and the development of an effective employer-employee relations strategy.
- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations.
- Represents the City and the Police Department and works closely with citizen groups and public and private officials to provide technical assistance, directly or through subordinate staff.
- May make presentations to City Council, other governmental agencies, and a variety of civic organizations as directed by the Chief of Police.
- Coordinate, manage, and participate in a variety of community based policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups to foster collaborative problem-solving.
- May be called upon to command the Police Department in the absence of the Chief of Police.
- Perform various related duties as required.



## IDEAL CANDIDATE

The ideal candidate will be of the highest integrity and genuinely committed to being a collaborative, community oriented, and approachable 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 Captain will be a Servant Leader who grows a strong organizational culture within the Department, and find ways to motivate staff and manage competing priorities.

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, including collaboration with various City departments to achieve the short and long terms goals of the department.

## APPLICATION AND SELECTION PROCESS

**First Review Date | October 16, 2023**

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 Rich Twiss at (442) 347-5082 or 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 Chief of Police. Appointment is subject to completion of a thorough background and reference checks, and pre-employment drug screen.



## BENEFITS

**Salary - \$155,121 - \$197,978 Annually**

**Retirement :** Provided through the California Public Employees' Retirement System (CalPERS). The City offers "Classic" members 3% @ 55; and 2.7% at 57 pension formula for PEPRA "New" members. Classic members contribute 9% and PEPRA members contribute 14.5% to their CalPERS retirement.

**Medical:** The City contributes up to \$1,900 per month toward health benefits. Opt-Out available and 75% of \$1,200 contribution may be eligible for deposit into deferred compensation or other optional benefits.

**Deferred Compensation:** The City will match one dollar for every two dollars contributed (1:2 ratio) up to 3% of annual salary

**Executive Leave:** Sixty-three (63) hours in addition to holiday and vacation leave.

**Holidays & Personal Holiday Leave:** 80 paid holiday hours and thirty-six (36) hours of personal holiday leave annually.

**Vacation/Sick Leave:** 96 to 176 vacation hours per year, depending on length of service. 96 hours of sick leave annually with buyback program in June.

**Retiree Health Benefits:** City contribution to retiree health based on years of service. Employees contribute \$625 annually toward their future retiree health benefit.

**Life Insurance:** Coverage of 3x annual salary to a maximum benefit of \$300,000.

**Uniform Allowance:** \$925 Annually

**Wellness Reimbursement:** Annual reimbursement for health club membership, formal wellness programs and medical/dental co-pays and deductibles. \$500 for department heads and \$250 for managers.

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

**Take Home City Vehicle**

