



CHIEF OF POLICE



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

THE COMMUNITY

The City of Capitola is a seaside community centrally located in Santa Cruz County and adjacent to the Monterey Bay. The City, with a population of 10,000, was named as one of the twenty best small towns in the west by Sunset Magazine. Incorporated in 1949, the City includes the beach, a downtown village, a wharf, a Creek that runs through town, and the 41st Avenue commercial area. The City is a recreation paradise, with more than two miles of coastline. In addition, Capitola is close to a number of state and regional parks with miles of biking and hiking trails and abundant recreational opportunities.

The City is known for its great sense of community and important annual events, such as the summer Twilight Concerts, the Capitola Beach Festival, and the Art and Wine Festival, not to mention Surfing Santa and the annual Village Easter Egg Hunt. Capitola is truly a unique place to live.

The future of Capitola will be marked by limited population growth while continuing to have a significant tourism industry. The General Plan has recently been adopted and will help define how the community will grow into the future while preserving Capitola's unique and charming characteristics. The entire City staff is dedicated to helping the community and City Council achieve this vision, so Capitola remains a wonderful place to live and work.

THE ORGANIZATION

The Capitola Police Department consists of twenty-two (22) sworn officers. In addition to the Chief of Police, there is one (1) Captain, five (5) Sergeants, fifteen (15) Police Officers, and two (2) Community Service Officers. The Department also has three (3) Parking Enforcement Officers, one (1) Records Manager, two (2) Records Clerks, and one (1) Administrative Assistant who reports directly to the Chief of Police.

The Department is divided into two divisions: Administration and Patrol. The organization has three rotating



specialized assignments: K-9, Motorcycle Patrol and Detective. Currently patrol teams work four ten-hour days per week.

THE IDEAL CANDIDATE

The City is seeking a dedicated leader for the Capitola Police Department with a proven track record of working proactively with an engaged community. The new Chief of Police will continue to promote community crime prevention/suppression awareness by maintaining and strengthening the existing partnerships with the community. The ideal candidate will be collaborative, innovative, imaginative, and capable of solving complex issues while foreseeing and avoiding oncoming problems. The successful candidate will be a hands-on executive with the technical expertise to continue the Department's tradition of top-notch professionalism.

The City of Capitola is seeking a Chief of Police who is interested in making a long-term commitment to the City and lives in the region. Candidates who have experience successfully dealing with current law enforcement issues are encouraged to apply. Ideally the candidate will have law enforcement experience gained through a career in a community with similar issues and complexity. A Chief that does not take issues personally and can communicate well with all aspects of the public will be successful in this position.



A candidate who is politically astute, yet apolitical is desired. The Chief of Police will be an active member of the City management team. Participating in executive-level meetings with fellow Department Heads and the City Council, his/her contribution will be above and beyond traditional police services and will cover broad City issues.



The following are some of the personal and professional qualities the City is seeking in the new Chief of Police:

- **Leadership:** Must provide a command presence with the ability to build a strong team and mentor the staff. Lead by example.
- **Community Involvement:** Should be an active community contributor.
- **Management Style:** Flexible; friendly; confident; respectful; motivated; collaborative and creative. Must have excellent written and oral communication skills. The Chief of Police must have high ethical standards.
- **Budgeting:** Ability to analyze and recognize budgeting issues along with being resourceful in identifying financial opportunities.

Candidate profile may be refined based on input from various stakeholders.

EXPERIENCE AND EDUCATION

Education – Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, or a related field. Master's degree preferred.

Experience – Five years of progressively responsible supervisory and administrative law enforcement experience, three years at the command level (Lieutenant or higher for most agencies; a 2nd level supervisor/manager). Current or prior California law enforcement experience is highly desirable.



License/Certification – Requires active California POST certification or for out-of-state candidates, the ability to obtain within a reasonable time. Possession of a POST Management Certificate (or equivalent if out-of-state candidate) is required. Graduation from the FBI National Academy, POST Command College, California Police Chiefs Executive Leadership Institute or comparable executive training is highly desirable.

POST Background Required – The selected candidate will also be required to successfully pass a qualifying medical, psychological, and extensive background screening procedure consistent with California POST regulations.

THE COMPENSATION

The salary for the Chief of Police position is \$150,000 to \$190,000 annually depending upon experience and qualifications. The benefits include the following:

Retirement – For CalPERS Classic Safety Members, the City participates in the 3% @ 50 retirement plan, employees contribute 14.874% of their salary towards this plan. CalPERS New Members, as defined by PEPR, participate in the 2.7% @ 55 plan, and contribute 50% of the normal costs of this plan. The City does not participate in Social Security.

Medical, Dental and Vision Insurance – The City offers CalPERS health plans. Dental and vision plans are also available. The City currently pays \$874 for employee, \$1389 for employee + 1, and \$1801 for employee + 2 per month under a cafeteria plan.

Life Insurance – The City provides a \$50,000 policy + \$5000 for each dependent.

Deferred Compensation Plan – The employee may make contributions to a 457 Deferred Compensation Account.

Disability Insurance – The City provides long-term and short-term coverage for the employee.

Vacation – Negotiable; up to seventeen (17) days each year to start.

Administrative Leave – Ten (10) days per year.

Sick Leave – Twelve (12) days per year, with unlimited accrual.

Holidays – Twelve (12) days per year, plus 3 personal holidays.

Flexible Benefit Plan – Tax deferred employee contributions that can be applied to specified expenses (for example: child-care, dependent orthodontic work, and medical expenses).

Employee Assistance Program – Includes personal/family counseling, legal and financial advice.

TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
September 3, 2021**

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 Capitola. Candidates will be advised of the status of the recruitment following selection of the Chief of Police.

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

(916) 784-9080

