

**INVITES YOUR  
INTEREST IN THE  
POSITION OF  
CHIEF OF POLICE**



**TOWN OF COLMA**



The Town of Colma, known worldwide as the "City of Souls," is the smallest city in San Mateo County with 1,506 residents - and 1.5 million "souls". However, Colma is more than just 16 cemeteries. It is a small, yet mighty, unique municipality well managed, fiscally healthy, surrounded by much larger cities and has approximately 44 FTE including its own Police Department.

Colma's commercial buildings make a distinguished architectural statement resulting from design standards that encourage Spanish-Mediterranean motifs. Colma boasts an old-world charm, from brick-paved residential streets and ornamental street lamps, to a restored historical museum and railroad depot located at its 5,500 square foot Community Center. The Police Station is characterized by inlaid arches and a three-story clock tower. The newly expanded Town Hall opened in the fall of 2018. Within its 2 square mile boundaries, the Town enjoys a strong tax base with two shopping centers, one of Northern California's most complete collections of car dealerships, and a card room. There are two

**The Colma Police Department** is made up of 28 women and men who take great pride in providing excellent police service to our community. Among our police, dispatch and detective duties, we also have a motorcycle officer, bicycle patrol officers, a member attached to the Daly City/North County SWAT team, tactical dispatchers, a Community Service Officer and a Reserve Police Officer Program.

Our members frequently participate in county-wide law enforcement efforts by taking part in the San Mateo County Gang Task Force, STEP (Saturation Traffic Enforcement Program) and as Police Academy Instructors. These activities not only build a strong coalition with the San Mateo County law enforcement community, but also helps to enhance our skills and abilities.

We enjoy meeting with the public and taking part in community events such as National Night Out, Community Fair, Special Olympics Torch Run, Senior Luncheons, and Kops and Kids bowling. We provide safety and crime awareness seminars keeping residents and business community informed of current crime trends in the area and on the internet. Plus the Youth Outreach Program, in partnership with the Recreation Services Department include building positive relationships with the youth of our community, mentoring and motivating youth to work hard in school, to build self-confidence, self-image, and providing a better understanding of police work.



**The ideal Candidate:** The Town of Colma is seeking an experienced leader who is excited about the opportunity to lead the Town of Colma's police department in a small and diverse community. The new Chief will have a career history that demonstrates outstanding leadership skills and the ability to embrace and celebrate the culture, ethnic diversity, and community values of the Town of Colma.

The Chief of Police will be a strategic partner with the City Manager who will address vital policy issues including the Police Department's response to crime and quality of life issues, as well as transparency, and police accountability. This individual will be fully committed to the Colma community, Police Department and be a key proponent of improving policies and employing best practices. Ideally, the new Chief will continue uniting the department both internally and in the community.

The Town seeks a leader that is a well-rounded law enforcement professional who has a balanced approach in achieving crime reduction; an effective communicator who can provide thoughtful solutions to complex matters, bridge gaps, and build consensus and demonstrates strong interpersonal skills; a strong and committed leader who commands respect from staff, while fostering and promoting change to enhance the efficiencies and capabilities of those within the department; is sociable, fair, ethical, and one who embraces diversity and is a leader for cultural awareness for all staff and a hands-on executive with the technical expertise to continue the Department's tradition of top-notch professionalism.

Together with the above mentioned, the candidate will bring proven leadership experience, excellent interpersonal skills, and a commitment to service. The individual

**Salary & Benefits**  
**Monthly \$14,312–\$17,031**

**Employees and their eligible dependents enjoy fully town-paid:**

**Medical Insurance** (as offered by CalPERS) or \$250/mo. cash in lieu of medical insurance

**Delta Dental Insurance**

**VSP Vision Insurance**

**Flexible Spending Account**

**Retiree Health Savings Account**  
Arrangement Contribution of 1.5% of base salary

**Vacation:** 80 –160 hours accrual depending of length of service.

**Sick Leave:** 8 hours/mo. up to 1,092 hours

**13 holidays**

**Management Leave:** 80 hrs./year

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CALPERS Retirement  
3% @ 55 Classic Member

457 Deferred Contribution Plan  
Town matched \$100 /mo.

\$50,000 Life Insurance

Pre-Tax Commuter Benefits

Tuition reimbursement up to \$1,000 per year

Up to \$47/mo. Town Contribution to health club membership

A fitness room

Employees Assistance Program with confidential work & life counseling & support services.

Discounted specific town recreation programs

Long Term Care Program

Employee Recognition Program

The Chief of Police is an “at-will” position providing strong leadership in delivering quality policing services in a fair and equitable way that enhances the quality of life for those that live, work, and visit Colma.

The Chief of Police plans, organizes, directs, and reviews the activities and operations of the Police Department including safety dispatching; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager. The Chief of Police is responsible for the Colma Police Department’s relationship with the community, business and cemeteries; The Chief of Police oversees the direction of volunteers within the Police Department. The Chief of Police is accountable to the City Manager for the overall performance and efficiency of the Police Department, which includes acting as the City Manager and Director of Emergency Services in the City Manager’s absence.

The new Chief of Police must have business acumen and passion not only for the Department, but the Town as a whole. The Town is seeking a strong collaborator who is open, honest, and receptive to feedback.



A Bachelor’s Degree from an accredited 4 -year college or university with major coursework in Police Science, Administration of Justice, Public Administration, Business Administration or a closely related field is required. Graduation from FBI National Academy. P.O.S.T. Commander College or West Point Leadership Program is preferred; A Master’s degree in one of the fields noted above may be substituted for one

year of general experience. Six years of increasingly responsible law enforcement experience including three years of management and administrative responsibilities is required. Experience in all phases of municipal police work, including two years at the equivalent rank of Police Commander is preferred. Experience must clearly demonstrate an ability to provide executive leadership to a diverse group of employees.

## Colma Police Department Value Statement

The members of the Colma Police Department hold many values in high regard. We understand that as a value-driven service organization, we represent all who live, work, play and visit the Town of Colma, in all that we do. With this in mind, we have developed a list of core beliefs that compose our foundation. As a team, we will live up to these principles daily, and never forget that we are committed to our motto:

### VALUE STATEMENT

<https://www.colma.ca.gov/colma-police-department-value-statement/>





**Are You Ready? Apply.**

Submit an online application, résumé, and supplemental questionnaire at: <https://www.calopps.org/town-of-colma>  
By: Monday, August 10, 2020, at 11:00 p.m. Apply immediately, applications will be reviewed as submitted.

**Selection Process:** All applications, résumés and supplemental questionnaires received will be reviewed for minimum qualifications. A limited number of the most highly qualified applicants will be invited to participate in the selection process which may consist of a modified assessment process, tentatively scheduled for early September, 2020. The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the personnel department of such special needs at the time of application.

The information included in this job announcement may be changed at any time. It does not constitute either an expressed or implied contract. The Town will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise the Human Resources Office of such special needs at the time of application.

*The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.*



**Town of Colma** 1198 El Camino Real, Colma, CA 94014



**TO:**