



THE CITY OF EAST PALO ALTO



Now Hiring Police Commander

Apply now to be part of our team!

If you are looking to move to the next step in your career, the City of East Palo Alto Police Department has an exciting opportunity.

Professionalism • Honor • Integrity

Community • Service • Courage

Contact: IRENE CAMARENA, Human Resources Manager at icamarena@cityofepa.org

THE COMMUNITY

The Community

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, bordering the San Francisco Bay. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. East Palo Alto has a rich history of community self-determination since its relatively recent incorporation in 1983. The population is approximately 30,000 with an area of 2.5 square miles.

Community assets include:

- A rich historical heritage
- A culturally diverse community
- An active and engaged resident population
- A friendly residential community with a small town family oriented atmosphere
- A Bay Area location centrally located to San Francisco and East Bay and South Bay cities.



The Community is concerned about maintaining its quality of life and housing affordability while planning for balanced future development. The City expects to experience a significant increase in development review activity over the next 2-3 years, including commercial office space, affordable housing, and schools projects.

THE DEPARTMENT

The East Palo Alto Police Department proudly serves the community through the service of a staff of fine men and women who are dedicated to the philosophy of Community Oriented Policing. Its mission is to work in partnership with the community to reduce crime and violence, and to enhance public safety and will improve the quality of life for the people who live and work here. The Police Departments goals include crime suppression and analysis, problem solving, building community relationships, and creating effective crime prevention strategies. The team believes in making sure the community and residents of East Palo Alto are informed and educated about the Police Department, crime, gangs, and other public safety issues, this will bring everyone together toward safer, more secure, and healthier neighborhoods.

JOB SUMMARY

Primary responsibility is to command the operations of the Police Department; performs complex administrative and professional duties; ranks second in command; acts as Chief in the absence of the Police Chief.

DEFINITION

The Police Commander is an at-will unrepresented position that serves at the pleasure of the Chief of Police. Serves as a manager over an assigned division, program or operation within the Police Department; to plan and coordinate the activities and operations of an assigned area. Coordinates assigned activities with other divisions, outside agencies, and the general public. Provides complex staff assistance to the Police Chief.

DISTINGUISHING CHARACTERISTICS

This classification performs important operational and administrative work in the protection of life and property. A Police Commander reports to the Police Chief and functions in an operations capacity or manages a sub-program or major component of the Police Department. In each assignment, the Police Commander is responsible for all police activities and personnel on assigned shifts or work unit.



ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

- ◆ Coordinate the organization, staffing, and operational activities for an assigned Division within the Police Department.
- ◆ Participate in the development and implementation of goals, objectives, policies, and procedures for an assigned police operation or program, identify opportunities for improving police service delivery methods and procedures.
- ◆ Supervise, train, motivate and evaluate assigned personnel; provide or coordinate staff training; implement corrective actions and/or disciplinary procedures as necessary.
- ◆ Direct, plan, coordinate, assign, schedule and review the work of an assigned police operation or program and staff members; assign cases and conduct follow-up of status reviews; review daily log and reports submitted by officers; ensure compliance with the Department policies and procedures.
- ◆ Participate in the development and administration of an assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
- ◆ Maintain discipline and enforce all rules, regulations, and special or general orders.
- ◆ Conduct inspections of facilities and equipment to ensure proper use and maintenance.
- ◆ Coordinate assigned activities with those of other divisions and outside agencies and organizations; maintain and facilitate positive public relations and cooperative working relations with news media, schools, local organizations and general public; attend and speak at various community functions and meetings; prepare press releases.
- ◆ Exchange information with citizens; interview citizens regarding complaints or suggestions regarding police services.
- ◆ Provide administrative and technical assistance to the Police Chief, prepare and present staff reports and other necessary correspondence.
- ◆ Conduct investigations of citizen and Department personnel complaints as assigned by the Police Chief; mediate conflicts between Department personnel and citizens.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

- ◆ Operational characteristics, services and activities of comprehensive law enforcement programs.
- ◆ Modern principles and practices of law enforcement program development and administration.
- ◆ Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- ◆ Pertinent case law and Federal, State, and local laws and ordinances and their impact on law enforcement activities.
- ◆ Principles and practices of community-oriented policing and problem-solving.
- ◆ Police records and reporting procedures.
- ◆ Disaster preparedness and emergency operations.
- ◆ Principles of budget preparation and control.
- ◆ Principles of supervision, training and performance evaluation.
- ◆ Local geography, City streets, public buildings, businesses.
- ◆ Safe driving principles and practices.

SKILLS

- ◆ Use firearms and other weapons.
- ◆ Use modern police equipment and technology.

ABILITIES

- ◆ Schedule, organize and supervise the work of subordinates.
- ◆ Analyze situations effectively.
- ◆ Interpret and apply pertinent laws and regulations.
- ◆ Demonstrate keen powers of observation and memory.
- ◆ Analyze situations and adopt effective courses of action.
- ◆ Prepare clear, concise and comprehensive written reports.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

MATERIAL AND EQUIPMENT USED

General office equipment, computer, printer, firearms, vehicle, two-way radio, pager, regular/cell telephone.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Equivalent to the completion of the twelfth grade and completion of two (2) years of coursework from an accredited college or university (equivalent to 60 semester units or 90 quarter units), successful completion of all phases of the basic police academy, and successful completion of the Field Training Officers Program.

Experience:

Two (2) years of continuous satisfactory service as a Police Sergeant or equivalent management experience.

Licenses and/or Certifications:

- ◆ Possession of a valid California driver's license and satisfactory driving record.
- ◆ Possession of a Basic Peace Officers Standards and Training (P.O.S.T.) Certificate.

PHYSICAL REQUIREMENTS

While performing the essential functions of this classification the Employee is frequently required to stand, walk, run and sit; reach with hands and arms; use manual dexterity to operate machinery/tools' handle, seize, hold or otherwise work with hands' climb, jump and/or balance; stoop, kneel, crouch, or crawl; speak and hear; use shape, sound, odor and color perception and discrimination; and lift and/or move up to 50 to 100 pounds, and climb flights of stairs.

WORKING CONDITIONS

While performing the essential functions of this classification the employee is exposed to outdoor weather conditions, possible bodily injury/hazardous situations from explosions; falling from high elevated places, toxic or caustic chemicals; armed or physically violent persons; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or skin; and/or interviewing violent and/or mentally or emotionally disturbed persons. The working conditions are typically moderately quiet, but may be loud at times. Working time may require irregular hours, shift times, and/or on-call status.



NOTE: Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

COMPENSATION AND BENEFITS

ANNUAL SALARY: \$138,714 to \$168,607

RETIREMENT:

- CalPERS Classic Members: 3% @ 55 formula; employees pay a nine percent (9%) pre-tax contribution
- CalPERS New Members: 2.7% @ 57 formula; employees pay an eleven and one half percent (11.5%) pre-tax contribution
- No Social Security deduction

HEALTH INSURANCE:

- Medical: City provides 100% coverage to employee and 80% insurance premium contribution for dependents
- Dental: City pays full employee premium; dependent coverage is available, paid for by employee
- Life Insurance: City pays for coverage up to \$100,000
- Long Term Disability Insurance: City pays for this coverage

ANNUAL LEAVE:

- Vacation: 80 to 200 hours/year based upon years of continuous City of East Palo Alto public service
- Management Leave: 76 hours/year
- Sick Leave: 3.07 hours/per pay period
- Holidays: 12 paid holidays/year

Other Benefits:

- Employee Assistance Program
- Flexible Benefits Plan: Employees can elect pre-tax contributions to pay for eligible medical and dependent care expenses
- ICMA 457 Plan: Employees can elect pre-tax contributions

Application & Selection Process

The filing deadline is **September 30, 2020, at 5:00 p.m.** To be considered, please submit your cover letter, resume, application and supplemental questionnaire information at: <https://www.calopps.org/>

Application packets will be screened in relation to the criteria outlined in this brochure and job description. Candidates deemed to have the most relevant qualifications by the City may be invited to the panel interview. The most qualified candidates, as determined by the City, will be invited to the final interviews.

For additional information contact:

Irene Camarena, Human Resources Manager

Phone: (650) 561-2056

Email: icamarena@cityofepa.org

Tentative Schedule

All dates are subject to change at the discretion of the City.

Written Test

October 19-23, 2020

Panel Interviews

October 26-30, 2020

Final Interviews

November 2-6, 2020

Tentative Start Date

December 1, 2020

THE CITY OF EAST PALO provides Equal Employment Opportunity to all applicants regardless of race, color, religion, national origin, ancestry, citizenship, physical or mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves or any other status protected by state or federal law.