



CITY OF SIERRA MADRE, CALIFORNIA  
**POLICE CHIEF**





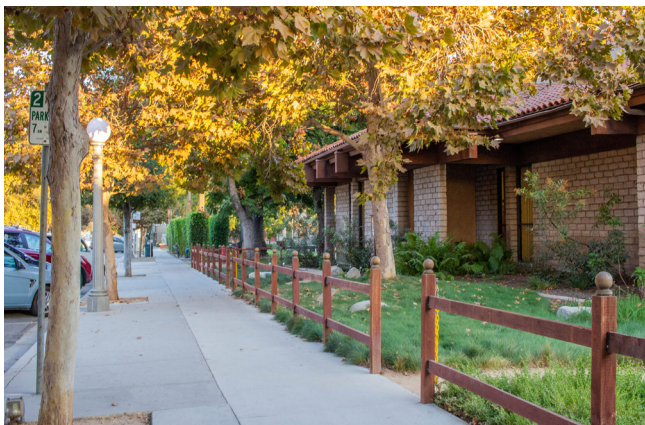
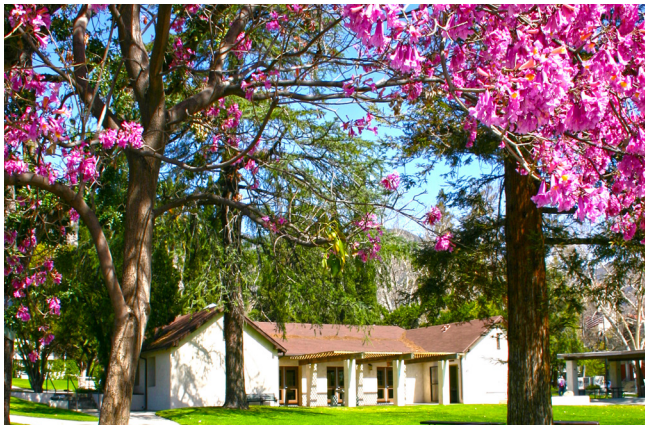
# CITY ORGANIZATION

Incorporated in 1907, the City of Sierra Madre is a General Law City and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected at large for four-year terms.

Sierra Madre is one of the oldest and smallest cities in Los Angeles County. Despite its size, the government of Sierra Madre has always operated as a full service City and provides residents with Public Safety services, including Police and Fire Departments, as well as Water, Sewer, Public Library, and a wide array of community services. Residents of the city have an exceptional quality of

life with median income, educational attainment, and property values that greatly exceed similar measures in peer cities, Los Angeles County, and the State of California. Sierra Madre is routinely ranked as one of the top 20 safest cities in California and the residents are served by a fiscally sound, stable, and productive government, with annual operating surpluses in the City budget, and CalPERS pension funding levels in excess of 90% for both the public safety and miscellaneous plans.

The Police Chief position is currently vacant, with an Interim Police Chief temporarily holding the position.







## THE COMMUNITY

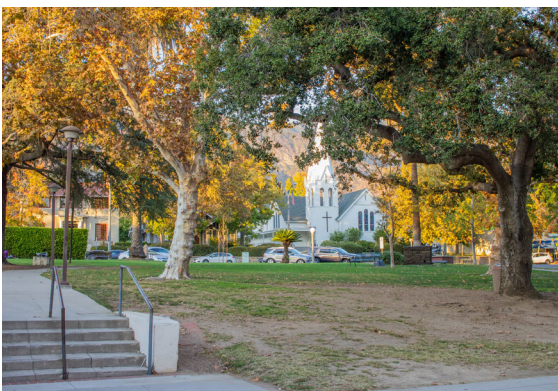
Sierra Madre is a geographically small city, approximately 3.5 square miles, located 12 miles northeast of Los Angeles. The City borders Pasadena to the West, Arcadia to the South and East, and shares its largest border with the Angeles National Forest to the North. The downtown area covers six city blocks and exhibits the small-town character Sierra Madre is known for, with architecture and building styles reminiscent of the 1930s - 1950s. The small business district and limited commercial zoning provide for a community that is nearly 100% residential. Of the residential zoning, predominantly single family homes have been built and maintained.

Sierra Madre is known for its village ambience, serene neighborhoods, scenic views, and plentiful green and open spaces. At its heart is the City's charming downtown shop-

ping district, a popular destination for visitors and residents. Sierra Madre is a tightly-knit community that takes deep pride in its history, yet maintains a modern-day lifestyle.

Residents can partake in numerous recreational activities offered by the City at its six parks, aquatic center, Community Recreation Center, and the Hart Park House and Senior Center. City culture and history has been preserved through the Lizzie's Trail Inn Museum, Richardson Historical House, and the Sierra Madre Public Library's Local History Collection. Nature seekers are drawn to Bailey Canyon Wilderness Area and the Mount Wilson Trail, which lead hikers into the expanse of the Angeles National Forest.

To learn more about the City of Sierra Madre, visit [www.cityofsierramadre.com](http://www.cityofsierramadre.com)





# POLICE DEPARTMENT

For over 100 years, the men and women of the Sierra Madre Police Department have been committed to ensuring a safe environment for those who live, visit, and work in Sierra Madre. Thanks to a community policing partnership between the Police Department and the community members, Sierra Madre has one of the lowest crime rates in California.

The Sierra Madre Police Department is committed to providing the highest level of service to the community. Due to the incredibly low crime rates, the officers have the time to interact with the people they serve and can work together with them to solve the public safety problems community members face.

The department consists of twenty-one full-time employees, seventeen part-time employees, and twenty-two volunteers. The Patrol Division is managed by an administrative lieutenant and consists of one part-time lieutenant, four sergeants, two corporals, six officers, one detective, one

traffic officer, eight part-time officers, and seven reserve officers. The Services Division is supervised by the services division supervisor and consists of four dispatchers, four part-time dispatchers, one part-time community services officer, one part-time administrative clerk, and two part-time cadets. The department also has fifteen civilian volunteers working a variety of assignments to supplement the department mission. The Administrative Lieutenant and the Services Division Supervisor report directly to the Chief of Police.

The department participates as part of two regional teams. The Foothill Air Support Team (FAST) is a regional air support unit that is run by the Pasadena Police Department air bureau and serves eleven cities in the San Gabriel Valley providing helicopter air support to officers in the field. Officers

from the eleven cities have the opportunity to compete for helicopter observer positions with FAST and work those positions on an overtime basis. The Foothills Special Enforcement Team (FSET) is a regional tactical team serving five cities in the San Gabriel Valley. Sierra Madre officers have the opportunity to compete for positions on the team where they can gain valuable training and experience. The FSET position is a collateral assignment for officers assigned to the team.

The Sierra Madre Police Department's mission is to ensure community safety and to deliver the highest quality service through dedication, teamwork, and partnership. The Police Department's vision is to become the model for 21st century small town policing.





# THE POSITION

Serving as the head of the police department, the Police Chief will be a leader who establishes trust and credibility with the community, sets the tone for the department, and provides clear recommendations and counsel to the City Manager on matters of public safety. The Police Chief serves on the City's Executive Management team, which works collaboratively to manage the operations of the City, develops and recommends

the annual budget, and implements the vision of the City Council.

It is expected that the Police Chief will serve as a spokesperson and advocate for the department and will be accessible to community members. The Police Chief must have a respect and appreciation for the community's unique, small-town heritage and be a strong proponent of community policing principles and police/community partnerships.

The ideal candidate will support and develop department personnel and expect accountability throughout the organization. The candidate must bring proven skills with both operations and administrative experience.

The candidate must be able to work as an effective team member with the executive team of the city. They must also be able to work effectively as the leader of the police department team.



# EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

Example combinations include possession of a bachelor's degree in police science, administration of justice, sociology, psychology, public administration, or related field and five years of progressively

responsible supervisory and management experience in a law enforcement agency which includes extensive experience in developing and expanding crime prevention programs and police community relations dealing with community issues and concerns in the delivery of police services.

A master's degree is preferred. Possession of a POST Management Certificate,

and ability to obtain a POST Executive Certificate subsequent to appointment. Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment, as well as, a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Usage Policy.



# COMPENSATION AND BENEFITS

## **Salary Range**

\$119,905 - \$149,745

## **Retirement**

The City participates in the State of California Public Employee Retirement System (PERS). Classic employees are currently at 3% @ 55 (Safety formula) with the employee contributing 9% toward employee PERS contribution. New CALPERS members are at 2.7% @ 57 (Safety formula) with the employee contributing 12.75% towards the employee portion.

## **Medical/Dental/Vision Insurance**

The City contributes \$1,500 per month towards medical insurance.

## **Vacation Leave**

96 hours per year with additional accruals for each year after four years.

## **Holidays**

The City observes 15 paid holidays.

## **Management Leave**

80 hours of Management Leave each year at the beginning of each fiscal year, or prorated thereto for the first year of employment.

## **Deferred Compensation**

The City will contribute \$100 per pay period to a 457 deferred compensation account. City contributes \$2,600 annually.

## **Life Insurance**

The City will provide \$100,000 coverage for life insurance.







# SELECTION PROCESS

Application deadline: Sunday, December 15, 2019 at 4 p.m.  
Candidates should complete the application process online at [http://www.cityofsierramadre.com/cityhall/job\\_openings](http://www.cityofsierramadre.com/cityhall/job_openings), which includes a cover letter, resume, and supplemental questionnaire.

Applications must be completed and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. The most qualified candidates will be selected to participate in an oral interview panel on Thursday, January 16, 2020 and Friday, January 17, 2020. All candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.



## **EQUAL OPPORTUNITY EMPLOYER**

The City of Sierra Madre is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the City of Sierra Madre will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## **REASONABLE ACCOMMODATIONS**

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of Sierra Madre is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

# CONTACT INFORMATION

Please contact the Human Resources Department for questions at 626.355.7135 ext. 330.