

CITY of SOUTH PASADENA, CALIFORNIA

# Police Chief







## THE COMMUNITY

The City of South Pasadena (pop. 26,047) is a charming community located only six miles from downtown Los Angeles on the west side of the San Gabriel Valley. Called the City of Trees, South Pasadena is known for its many oak-lined streets, stunning homes, unique small businesses, and top-quality schools.

Occupying only 3.44 square miles of flatlands and hillsides, South Pasadena's small-town atmosphere makes it one of California's most desirable locations. The City has a rich legacy of intact late 19th and early 20th Century neighborhoods and residences, giving it a strong claim to having the oldest and most historic sites in the Valley. One of the first suburbs of Los Angeles, South Pasadena maintains small-town quality and humanity in the scale of its buildings, residential streetscapes, and historic commercial core.

South Pasadena is frequently recognized as a family and environmentally friendly community. Describing it as "a modern city with a small-town attitude," CreditDonkey.com named it the No. 3 Southern California City to Raise a Family in 2014; that same year, Sunset Magazine readers voted it the best "Burb" to live in the West. It has been named a Top Green City in the United States and was recognized as the nation's first AGZA Green Zone City for being the first City in the country to maintain all municipal parks and medians with gas and emissions-free equipment.

With a close-knit, highly engaged community, South Pasadena enjoys quiet, attractive walkable neighborhoods, and a low crime rate. Boasting over 100 acres of parks and playgrounds and more than 21,000 trees, the City's picturesque environment invites both residents and visitors to enjoy numerous opportunities for outdoor recreation. Annual events, a popular weekly farmers' market, and a wide variety of recreation classes and opportunities enhance the City's already rich sense of community.

Today, South Pasadena remains one of the oldest cities to continue building its own floats for the Rose Parade.

Small, proud, and independent, the City of South Pasadena has preserved its status as a special community for over a hundred years. To learn more, visit [www.southpasadenaca.gov](http://www.southpasadenaca.gov).

## THE CITY

The City of South Pasadena is committed to providing effective and efficient municipal services for its residents and businesses while protecting the City's quality of life and small-town character in a 21st century urban environment. Incorporated on March 2, 1888, it is a General Law city operating under the Council/Manager form of government.

The City Council is comprised of a Mayor and four Councilmembers elected to overlapping four-year terms; in November 2018, South Pasadena transitioned to by-district elections. The City Council represents the City's citizens, analyzes and approves all laws and policies, and authorizes all expenditures through the budget. It also appoints the City Manager to serve as the Chief Administrative Officer. A number of advisory bodies, including the Public Safety Commission, review City programs, projects, and community issues.

The City of South Pasadena is unique for its size in directly providing full services through eight operating departments, including Community Services, Finance, Fire, Library, Management Services, Planning and Building, Police, and Public Works. It is supported by a balanced General Fund budget of \$28.4 million that illustrates the City's commitment to long-term financial planning, cost-effective municipal services, and financial policies that recognize the need to fund future obligations. The City's five largest sources of General Fund revenue are property taxes, utility taxes, sales taxes, charges for services, and licenses and permits.

South Pasadena prides itself on its core values of inclusivity, honesty and integrity, teamwork, outstanding customer-friendly service, responsiveness, open and accessible government, community participation, and fiscal responsibility.

## THE DEPARTMENT

Firmly rooted in the principles of community-oriented policing, the City of South Pasadena Police Department strives continually to form community partnerships and to engender trust with those it serves. Comprised of Field Services, the Detective Bureau, and the Administrative Support Unit, the Police Department uses the latest technology, crime prevention and reduction strategies, social media platforms, and regional law enforcement partnerships to provide a full range of exceptional law enforcement services.





The Police Department is a diverse group of professionals including 36 sworn officers, 15 full-time non-sworn personnel, and additional part-time non-sworn personnel supported by an annual budget of almost \$10 million. It is augmented with 5 reserve officers and a volunteer chaplain. The Department's culture is grounded in its core values of integrity, quality of service, respect for people, and work ethic. Using empirical data and anecdotal information, it seeks to gain an even greater understanding of the diverse community it serves to better comprehend how new policing models and practices can improve response to people in crisis.

### ***Police Department Mission Statement***

*The Mission of the South Pasadena Police Department is to provide our community with the safest possible environment using interactive crime prevention methods, public education programs, and the equitable and professional application of the law.*

## **IDEAL CANDIDATE**

The ongoing national dialogue requires a critical examination of policing practices in most all cities, including South Pasadena. The next Chief of Police will play a pivotal role in this conversation as well as in leading the Department through this time of change in societal expectations, approaches to policing, and resource allocation.

The City of South Pasadena is seeking a hands-on contemporary community policing professional who can thrive in a small organization and engaged urban community with a rare hometown feel. A proven track record of working with diverse groups and individuals, resulting in constructive compromise and resolution. The ideal candidate will have a demonstrated commitment and value for diversity, equity, and inclusion initiatives. Experience working constructively with social justice groups and with mental health professionals. Experience implementing improved police response to those experiencing mental health-related crises, including conflict resolution, welfare checks, substance abuse, and suicide threats.

This approachable professional will be a transparent relationship builder who has experience working with the community to solve difficult problems. He/she will find unlimited partnership opportunities within this cohesive, diverse, and giving community where stakeholders are actively involved in preserving the admirable quality of life for which South Pasadena has become known. Possessing outstanding interpersonal skills, the ideal candidate will have experience using data to detect implicit and/or explicit bias in Department policies and procedures. A history of preserving productive partnerships with other criminal justice entities and being well-networked in the San Gabriel Valley is also desirable.

This visionary law enforcement professional will be knowledgeable regarding best practices and contemporary approaches to critical incidents appropriate for a small community. A compassionate leader who understands the social aspects of policing, he/she will be well-versed in dealing with quality-of-life issues and progressive crime prevention strategies. A sophisticated understanding around the development and implementation of sound policies and procedures is strongly preferred.

An impressive speaker and writer, the ideal candidate will be a proactive and transparent communicator who is attentive to internal as well as external information needs. He/she will ensure consistent messaging inside the Department and create regular opportunities for information and idea sharing.

To be successful in South Pasadena, department heads must be nimble and comfortable serving in a small and lean environment. Previous success with improving systems and processes will be considered favorably. Never content with status quo, this individual will bring a continuous improvement mindset and success influencing organizational culture change to meet changing societal and cultural expectations. A history of innovative problem solving enhanced by the ability to foster creativity in others will also be expected.







## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Thursday, April 15, 2021**. Applications can be submitted online [www.southpasadenaca.gov/employment](http://www.southpasadenaca.gov/employment) or [www.governmentjobs.com](http://www.governmentjobs.com). To be considered for this opportunity, include a cover letter, resume, and a list of six professional references.

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure and candidates deemed to be the best qualified will be invited to participate in panel interviews on April 26, 2021. The top candidates will then be invited to participate in additional interviews and other selection activities. An appointment is anticipated in May 2021, following the completion of POST compliant background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

A minimum of ten years of experience in contemporary law enforcement with increasingly responsible positions in a variety of police functions including supervisory and management activities. A Bachelor's degree in Criminal Justice, Public or Business Administration, or a related field from an accredited college or university and POST Management Certificate are required. A Master's degree and/or completion of POST Command College, FBI National Academy, Senior Management Institute for Police (SMIP) or other formal leadership development program is desirable.

## COMPENSATION & BENEFITS

The salary range for this position goes up to \$200,208, with a 2% COLA effective July 1, 2021. Salary is supplemented by an attractive benefits package that includes, but is not limited to:

- **Retirement** – 2% @ 50 for Classic members; 2.7% @ 57 formula for new members.
- **Deferred Compensation Program** – City contributes 1% of Management employee's salary into a deferred compensation plan.
- **Medical Insurance** – starting at \$915 (employee only).
- **Dental Insurance** – \$75 per month for employee + dependents.
- **Life Insurance** – City provided life insurance and accidental death and dismemberment coverage for each employee in the amount of \$50,000.
- **Long-Term Disability** – City is self-insured and provides 2/3 salary for up to one year.
- **Vacation Leave** – Accrued based on number of years of service.
- **Administrative Leave** – 80 hours per fiscal year with option to cash out up to 60 hours per fiscal year.
- **Holidays** – 11 holidays per fiscal year + 2 floating holidays.
- **Paid Sick Leave** – 96 hours annually.
- **Uniform Allowance** – \$1,000 annually.

