



# POLICE CAPTAIN



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

## THE COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 20 miles south of Oakland, 15 miles north of San Jose, and on the edge of Silicon Valley. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 49,000 with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small-town atmosphere.

Newark has really evolved throughout the years from its days enriched in agriculture, manufacturing, and railroad to today's expansion of high-tech, biotech, and the health sciences, primarily as a result of the development of Silicon Valley. Although Newark has grown significantly, the community prides itself on its small, hometown charm.

Newark is currently in the midst of some very exciting projects including new housing developments and many retail and commercial businesses. These projects include significant residential development, expansion of advanced manufacturing and biotech space, and several major capital improvement projects. A new Civic Center, including a standalone Police Department building and separate City Hall, recently completed construction. City employees moved into these state-of-the-art buildings in March 2021. The community supported construction of these facilities with a one-half percent sales tax and also recently extended a Utilities User Tax through 2029. This ongoing collaboration with various community stakeholders yielded a near 90% satisfaction rating of Police Department services during a survey of Newark residents and business owners during the Summer of 2020.

## THE ORGANIZATION

The City of Newark operates as a General Law city, providing for a Council/Manager form of government that clearly distinguishes the legislative power of the City Council from the administrative powers of the City Manager.

The Newark City Council is composed of five Council Members. Four of the Council Members are elected to staggered four-year terms; the Mayor who also serves as the fifth Council Member is directly elected to serve a two-year term. There is an election in November of even numbered years for the Mayor's seat and two Council Member seats. The City of Newark is a stable city as is its city council.

The City of Newark is comprised of seven departments - to meet the demands of its growing city - City Manager's Office, Community Development, Finance, Human Resources, Police, Public Works, and Recreation & Community Services. Though each department has a very specific role in the development of the City of Newark, staff work in a collaborative effort to ensure that all residents, businesses and visitors' best interests are at the forefront of all City actions and activities.

The City's mission is to provide the quality of services that meets the highest expectations of all those served. City employees take PRIDE in their daily work, exhibiting their values of Personal Service,



Responsibility, Integrity, Diversity, and Empowerment. The City is a community-driven, customer-focused organization which values fiscal independence, fosters a competitive spirit, and works together as a team to achieve community goals.

## THE DEPARTMENT

The Newark Police Department is comprised of three divisions: The Office of the Chief of Police, Support Services and Field Operations. Overall management of the Support Services and the Field Operations divisions are the responsibility of a Police Captain. The Support Services Captain is responsible for Legal Affairs, Professional Standards and Training, the Community Engagement Program (including Social Media, Citizen's Police Academy, and the Volunteer Program), Recruiting, Records, Communications, Property and Evidence. The command structure includes a lieutenant who assists the Support Services Captain with oversight of the division.

The Field Operations Captain is responsible for managing Patrol, K9, Traffic Unit, Detectives Unit, the School Resource Officer Program, Honor Guard, SWAT, Employee Wellness, the UAV Program, and other programs in support of the division. Two lieutenants assist the Operations Captain with daily oversight of all Field Operations assignments.

The personnel of the Newark Police Department are committed to providing the highest quality police services to their citizens, business owners, and visitors alike. Working in partnership with the community, staff strive to protect the life, property, and liberties of all individuals, be proactive in the deterrence of criminal activity, and enhance the quality of life for its citizens.

## THE POSITION

Under administrative direction, the Police Captain supervises the activities of one of the divisions of the Police Department; serves as command officer; conducts staff studies and research projects; participates in the overall department planning, research, and work coordination; may act for the Police Chief in the Chief's absence; and does related work as required.

A Captain is responsible for managing a division and serving as advisor to the Police Chief on matters involving the activities of the Police Department. Captains are rotated between divisions. A Captain is distinguished from Police Lieutenant in that it assumes a higher level of responsibility, under direction of the Police Chief, for directing police activities.

The responsibilities and essential functions of a Captain may include, but are not limited to, the following:

- Assist Police Chief in the day-to-day administration of the department; participate in a continuous review of police services and the development of associated programs.
- Develop division goals and objectives; plan, direct, coordinate and follow up on the implementation of division programs, policies, and procedures.
- Conduct research, prepare special staff studies and reports, coordinate activities of the division with those of another division.
- Direct and assist in the training and development of subordinate personnel; assign, supervise, and evaluate subordinates and recommend disciplinary actions.
- Determine need for police action and direct and assist officers in handling problems.
- Command and supervise activities of major police incidents; manage investigations or directly investigate citizen complaints regarding conduct of officers and take appropriate action.
- Review and supervise patrol, traffic enforcement, investigations, animal control, property and evidence room, crime prevention and other special police programs, central communications system, record keeping activities, and maintenance of computer equipment; inspect division personnel and equipment.
- Prepare or direct preparation of plans for special events and disasters.

## THE IDEAL CANDIDATE

The new Captain can expect a very supportive community and a City Council that works extremely well with City staff. This position requires a leadership style that is characterized by inclusion, accessibility and above all, being approachable. The Captain must be a passionate, experienced leader committed to excellence and the professional development of all personnel. The position requires a strong operational background, ability to effectively and efficiently allocate patrol resources and oversee the day-to-day operations. A strong collaborator who is open, honest, and receptive to feedback will be valued. Candidates with a demonstrated history of framing conversations in a way that seek out solutions should do well in this process. The ideal candidate will be proactive on community and internal issues, with the ability to establish relationships within the community and work with outside agencies. A strong leader that is dynamic and can mentor current staff at all levels of the organization is



encouraged to apply. Successful applicants will need to have excellent oral and written communication skills.

A Police Captain who understands the needs and diverse culture of the community and acts as a visibly positive influence is sought. Expertise in robust crime reduction will be highly valued. The ideal candidate will embrace the vision established by the Chief of Police and work as a key member of the City team to build a system where the Police Department and community can thrive. Candidates that hold themselves to the highest standards of professionalism and can build trust within the organization are sought. Having the ability to teach others and having a passion for it will help candidates be successful in this recruitment.

The ideal candidate will be well-rounded and have knowledge of budgetary principles and practices; methods and procedures for implementing training aligned with professional best practices throughout the department; and risk management principles and practices within a police department. It is essential that the incoming Captain have the ability to establish and maintain effective working relationships with a variety of individuals; write reports, correspondence, and procedure manuals; speak effectively before groups; and promote teamwork throughout the Department.

## QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be progressively responsible experience in public agency police work including experience as a 2nd level supervisor/manager (usually the rank of Police Lieutenant); possess the equivalent to a bachelor's degree from a college or university with major study in Police Science, Administration of Justice, Public or Business Administration or a related field. College degree and graduate degree highly



desirable, as is graduation from the FBI National Academy, POST Command College, and/or the California Police Chiefs Executive Leadership Institute. Candidates must also conform to the guidelines established by the California Commission on Peace Officers Standards and Training.

## THE COMPENSATION

The compensation for Police Captain is \$13,053 to \$18,930 per month. In addition, Police Captains receive 5% Holiday in-lieu pay.

Supplementary to salary, the City offers an outstanding benefits package that includes:

**Health Insurance** – The City contributes the following amounts towards health and welfare benefits:

- Employee only: \$861 per month
- Employee + 1 dependent: \$1,721 per month
- Employee + 2 or more dependents: \$2,273 per month

Employees may “cash out” up to \$450 per month of any money not used for the purchase of employer offered benefits. Any “cash out” will be paid to the employee in taxable compensation.

**Medical** – The City provides choices through CalPERS (e.g., Kaiser Permanente, Anthem HMO Select or Traditional, Blue Shield HMO, PERS Choice and PERS Care).

**Dental** – Two choices (Delta Dental and Delta Care).

**Vision** – One coverage plan (EyeMed).

**Life insurance and AD&D** – City-paid \$20,000 policy. Additional insurance available at an employee cost or by using the City health and welfare contribution above.

**Out-of-pocket health expenses** – Reimbursement of up to \$100 per month

**Retirement** – 3% @ 50 (Sworn Classic) or 2.7% @ 57 (Sworn PEPR). Sworn Classic employee currently contributes 9% plus an additional 4% contribution. Sworn PEPR employee currently contributes 13% plus an additional 1.5% contribution. The City does not participate in Social Security (only in Medicare).

**Deferred Compensation** – Three 457 deferred compensation plans offered for additional retirement planning.

**General Leave** – 184 to 264 hours of general leave accrual each year, depending on length of service.

**Management Leave** – Up to 56 hours per fiscal year.

**Auto Allowance** – \$400 per month or a City provided vehicle.

**Uniform Allowance** – \$100 per month.

**Health & Fitness** – Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals). New on-site Police Department gym also available.

**Educational Reimbursement** – Up to \$10,000 for higher education; up to 100% reimbursement of job-related training beyond City provided training.

## TO APPLY

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

[www.bobmurrayassoc.com](http://www.bobmurrayassoc.com)

**Filing Deadline:**

**August 27, 2021**

Following the closing date, 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. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Newark. 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.

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

(916) 784-9080

