QUALIFICATIONS

Knowledge of:
- Principles, practices and techniques of police operations and administration; principles and practices of supervision and training; budget analysis and preparation techniques; area, State, and Federal law enforcement agencies and their functions; and community service agencies relating to police work.

Ability to:
- Write clearly and concisely in English; deal effectively with a wide variety of people; develop plans and policies relating to police work; promote cooperation among various police agencies; maintain positive public relations; and speak effectively in public settings.

EDUCATION/EXPERIENCE

Bachelor’s Degree in Public Administration or related field and an Advanced POST certificate. Ten (10) years of law enforcement experience, including five (5) years at the rank of Lieutenant or higher.

COMPENSATION & BENEFITS

The annual salary range for the Police Chief extends to $183,912; dependent upon qualifications. The City also offers an attractive benefits package, including:

Retirement Benefits – The City participates in the California Public Employees’ Retirement System (CalPERS). The City’s contract provides for the following retirement tiers:
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Insurance Benefits – The City’s cafeteria benefits plan provides $1,300 per month toward the purchase of health, dental, vision, and life insurance, as well as additional voluntary products.
- Medical insurance is provided through the Cal-PERS health insurance program. Employees who participate in the CalPERS health insurance program and are enrolled in the Family level of coverage receive an additional City contribution of $100 per month towards the purchase of medical benefits.
- Unused cafeteria plan dollars may be received by the employee as taxable income. A pre-tax flexible spending account is also available for health care and dependent care expenses. The City also provides City-paid Long-Term Disability (LTD) benefits of 66.6% of salary to a maximum of $10,000 per month; the City also provides a paid Employee Assistance Program (EAP).

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Sick Leave – Employees earn 96 hours of paid sick leave per year. Employees may elect to cash out sick leave earned during the previous year at the rate of 50% of total value.

9/80 Work Schedule – City Hall employees enjoy a 9/80 work schedule with every other Friday off.

Longevity Pay – As an incentive for continuous services, employees are entitled to longevity pay at completion of the following service intervals:
- 21 years of service = 2.0% longevity pay
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- 25 years of service = 10.0% longevity pay

Selection and Recruitment Process – If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online. 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 & Associates. 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. Finalist interviews will be held with the City of Westminster. Candidates will be advised of the status of the recruitment following selection of the Police Chief.

If you have any questions, please do not hesitate to contact Mr. Fred Freeman at:
(916) 784-9080

Final Filing Date:
November 4, 2016

MISSION STATEMENT

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CITY OF WESTMINSTER, CA

INVITES YOUR INTEREST IN THE POSITION OF

POLICE CHIEF
THE COMMUNITY
The City of Westminster is located in northwest Orange County, California. It occupies 10.2 square miles. Westminster is culturally diverse with its rich blend of residents, businesses, and tourists from many ethnic cultures and backgrounds. Westminster is 5 miles from the Pacific Ocean and 25 miles southeast of Los Angeles. Incorporated in 1957, the City is bordered by Huntington Beach, Garden Grove, Seal Beach, and Fountain Valley. It is conveniently located by the 22 (Garden Grove) Freeway on its northern boundary and the 405 (San Diego) Freeway on its southern boundary. It is 1.5 minutes from Disneyland and Knott’s Berry Farm and just minutes from Southern California’s beautiful beaches. The John Wayne Airport is within 10 miles and the Los Angeles International Airport is 45 minutes away. The City is home to the Westminster Mall and the Westminster Center which is a 40-acre site with a variety of retail, food services, and a large theater complex. A Walmart and Costco Business Center are also within the City and are easily accessible, situated along Beach Blvd. by the 22 Freeway. In 2015 the State reported Westminster to have an estimated population of 91,106. The richly diverse community that makes up the City of Westminster is comprised of 47.3% Asian and Pacific Islander, 25.6% White, 23.6% Hispanic, 0.8% Black, and 2.7% Al Other Races. The City boasts the nation’s largest concentration of Vietnamese Americans at 36,058 residents.

LITTLE SAIGON
Orange County’s Little Saigon offers Vietnamese-Americans a slice of the original Saigon – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. Tucked inside Little Saigon’s shopping area – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. Tucked inside Little Saigon’s shopping area – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. Tucked inside Little Saigon’s shopping area – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. Tucked inside Little Saigon’s shopping area – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. Tucked inside Little Saigon’s shopping area – with Vietnamese architecture and festivals, Vietnamese doctors and herbal medicines, and Vietnamese temples and television stations. The City boasts the nation’s largest concentration of Vietnamese Americans at 36,058 residents.

GOVERNING STRUCTURE
Westminster has a Council-Manager form of government with the City Council appointing a City Manager. Four persons are elected by popular vote to serve four-year terms on the City Council. Since 1986, the voters directly elect the Mayor for a two-year term.

THE DEPARTMENT
In its 59-year history, the City of Westminster has grown from a small farming community to a bustling city of approximately 91,106 residents. With a Fiscal Year 2016-17 $27 million budget, the Westminster Police Department has 85 full-time sworn officers and 35 full-time civilian employees. Staffing is supplemented by an additional 40 part-time positions that include reserve police officers, civilian investigators, dispatchers, animal control officers, forensic technicians, and police aids. The Westminster Police Department also oversees all public safety services in the City, including, collaborating with the Orange County Fire Authority, and overseeing the City’s contract for private ambulance services.

ORGANIZATION
Command Staff consists of the Police Chief, Deputy Chief, and Five Division Commanders.

I. Operations
- Patrol
- Communications/Dispatch
- Traffic Bureau and Special Operations
- Motor Police Officers
- Traffic
- Code Enforcement
- Emergency Operations
- Parking Enforcement and Special Events
- Animal Control

II. Services
- Professional Standards Unit
- Detective Bureau
- Training
- Records
- Property
- Forensic Services Unit
- Recruitment/Personnel
- Crime Prevention
- Crime Analysis

Dramatic growth and change combined with a weak economy is a major challenge for any community, bringing with it many public safety issues. These challenges bring opportunities to develop and enforce laws that improve the quality of life for all residents. Today, Westminster residents benefit from a police department widely recognized for innovation and progressive policing strategies. Westminster has become a model department due to the quality of its personnel and their diligence in providing safe and respectful law enforcement services for the Westminster community. With the support of elected officials and City staff, the community, and allied agencies, the Westminster Police Department has earned a nation-wide reputation as an organizationally advanced, well trained, and highly effective police agency. Westminster Police Department programs have frequently been recognized for their innovation and effectiveness. The Westminster Police Department values the community’s unique cultural diversity and strives to match it with appropriately tailored police services.

THE POLICE FACILITY
Construction of the three-story Police Department building was completed in 2011. At 92,000 square feet, the energy-efficient police building was built with consideration of future growth and expansion. It includes a dispatch center, Emergency Operations Center and community room, briefing room, employee break areas, gym with state-of-the-art exercise equipment, locker rooms, property room, an 18-cell jail, offices for the officers, detectives and administrative staff, a forensics lab, a separate room to process evidence, and even animal kennels. The Department is also up to date in its information technology infrastructure, leveraging key resources to meet department goals and objectives.

The Westminster Police Department’s state-of-the-art Shooting Range and Training Facility completed construction in November 2015. It is 31,000 square feet and includes a 10-lane, 25-yard tactical range, simunitions warehouse, mat room, classroom, and an armory. The facility was built with the latest heating, ventilating, and air conditioning systems. The availability of multiple training options in just one facility has made this an invaluable resource to the department.

THE IDEAL CANDIDATE
The Ideal Candidate will be a personable, professional Chief, with cultural sensitivity and a commitment to an active model of community policing and engagement. The new Chief will be an inspirational leader and experienced executive who must earn the respect of sworn and civilian personnel and inspire confidence and trust from the community. The top candidate will be an individual who is empathetic, compassionate, respectful, honest, and ethical and will possess the highest levels of integrity. The Chief will welcome and embrace the rich diversity of the Westminster community and its unique character.

The successful candidate must have significant experience managing complex personnel and operational budgets, and be able to creatively propel the Police Department forward in spite of significant budgetary limitations. The new Chief must be able to direct and shape the Police Department, recognizing that there will be significant turnover in personnel over the next several years due to upcoming retirements. Skill in motivating and mentoring current and future supervisory and command staff is essential.

The new Chief must inspire and lead the Police Department from a genuine and sincere perspective, while also creating and maintaining the highest standards of accountability, discipline, and community responsiveness. This must be accomplished by instilling a workplace environment of teamwork, mutual respect, and fairness.

In light of the nationwide conversation on race-relations and community trust, the new Chief must share with the Police Department and community a reverence for human life. Combined with an astute ability to listen to and integrate community concerns with public safety responsibilities, the Chief must possess and exhibit unwavering integrity and personal character to achieve the highest level of community and Police Department trust.

The new Chief will have the conviction and courage to proactively address challenges and make tough decisions, while also standing up for what is in the best interest of the Department and the Westminster community. The Chief will always be transparent in internal and external communications valuing full transparency and recognizing that transparency is a necessity in building trust.
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