



CITY OF PASADENA, CALIFORNIA

Chief of Police



Koff & Associates
A Gallagher Company



THE COMMUNITY

The City of Pasadena is located in the west foothills of the San Gabriel Mountains approximately 10 miles from downtown Los Angeles. Incorporated in 1886, Pasadena is an ethnically and economically diverse and culturally rich community of residents who enjoy the City's high quality of life and wide variety of services for virtually every age and lifestyle. With a population of approximately 140,000 Pasadena is nationally recognized as a destination City for employment, tourism, education, living, arts & entertainment, and innovation. Pasadena is often ranked among the nation's "Top Ten" small- to mid-sized cities in many categories, most notably livability and quality of life. The City takes immense pride in maintaining its historic character and high standard of living while working toward a sustainable future with the right balance of commercial, residential, and retail development. The 12-square-block shopping and entertainment district known as Old Pasadena is a classic example of the City's success, balancing architectural and historical preservation with smart economic growth and urban living in a pedestrian and bicycle-friendly environment. The Playhouse District, anchored by California's State Theater, the Pasadena Playhouse, also maintains many of the original structures while providing a thriving center for culture, commerce, and community. In addition to its strong economic base, Pasadena has one of the highest number of arts and special events venues per capita in the U.S. Home to the internationally famous Tournament of Roses Parade, Norton Simon Museum, Rose Bowl Stadium, Pasadena Convention Center and Civic Auditorium, the USC Pacific Asia Museum, the Gamble House and many others, Pasadena is easily recognized throughout the world. On a regular basis, the City hosts large-scale events that can attract hundreds of thousands of attendees in just a weekend. Pasadena is home to top engineering, finance, R&D, technology, and healthcare companies, and is recognized as a center for innovation and design, human creativity, and logic as well as institutions such as California Institute of Technology (Caltech), Art Center College of Design, and Pasadena City College. Pasadena's strong innovation economy has attracted more than \$25 billion in federal R&D funding since 2001, more than any other innovation hub in the U.S.

GOVERNANCE

The City of Pasadena is a full-service municipality governed by a City Council/Manager form of government. The Mayor is elected at-large, while a seven-member City Council is elected by district, each serving four-year terms. Pasadena has benefited from a consistently strong and stable elected leadership and is committed to the values of responsiveness; honesty and integrity; accountability; excellence;

open, clear, and frequent communication; innovation; and diversity and inclusiveness. The City's Adopted FY 2021-2022 General Fund budget is \$286.7 million (total funds \$897.8 million), with a CIP of \$91.9 million. Pasadena's services and operations are supported by approximately 2,000 employees.

THE POSITION

Reporting to the City Manager, the Chief of Police coordinates the activities of the Police Department; implements policies and establishes procedures related to crime prevention, law enforcement, and related community policing and services; develops and administers the department budget; serves as a member of the City's management team; assumes additional responsibilities as assigned; performs related duties as required.

The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council objectives and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on their area of specialization.

The City of Pasadena's next Chief of Police will guide and lead the department through the changes that are occurring in policing throughout the nation. This position requires someone who understands and is prepared to define and implement strategies and methodology required for law enforcement to be successful today and in the future.

Key Functions include but are not limited to the following:

- Ensures the department provides courteous and expedient customer service to the general public and City department staff.
- Analyzes operational and service demands and develops comprehensive plans to satisfy needs for department services and to ensure the highest possible quality of life for the residents of Pasadena; confers with legal advisors, citizens, and City officials on law enforcement problems; develops and implements municipal law enforcement policies and procedures.
- Directs the preparation and administers the budget for the Police Department; originates and implements organization and staffing patterns to effectively address operational needs.
- Advises and otherwise assists the City Manager in understanding and developing policies governing City responses to community policing, crime control and prevention.





- Coordinates municipal law enforcement activities with those of other agencies; establishes and maintains mutually productive working relationships with residents, community/business groups, and other criminal justice organizations.
- Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; maintains effective department discipline and morale; reviews and evaluates employee performance; executes disciplinary action.
- Maintains high visibility and accessibility to the community to achieve positive interaction and understanding; represents the City, or delegates such authority, in relations with the community, the Community Police Oversight Commission, other advisory committees, local, state, and federal agencies, and professional organizations.

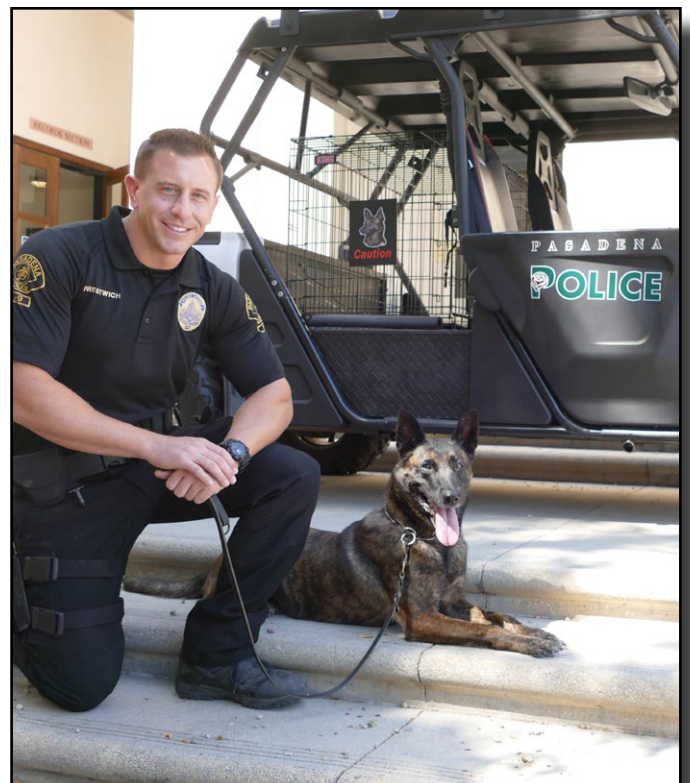
■ IDEAL CANDIDATE

The ideal candidate will be a seasoned professional with demonstrated success working through leadership transition in a diverse community while leading a law enforcement agency effectively in proactive community policing. The successful candidate will be dynamic, open-minded, have excellent communication and interpersonal skills necessary to build positive working relationships and partnerships at all levels within the department, with other City departments and the entire community. The Chief will provide consistent communication and outreach to the Pasadena residents, businesses, and other key stakeholders; promote collaborative problem solving, involve citizens in fighting crime and establish successful relationships with outside organizations. The new Chief of Police will exemplify integrity and professionalism, while promoting service-oriented policing, engagement and partnerships throughout all levels of the department. The ability to lead by example, be a team player and instill accountability while treating employees and the community equitably and with respect will be essential to success. Successful candidates will be open to input, serve as an advocate for the department while balancing the needs of the City, have an inclusive problem-solving approach and embrace workforce diversity and inclusion.

It is imperative that City of Pasadena's Chief of Police understands the necessary relationship with the community and takes the opportunity to listen to and address community concerns with empathy, transparency, and understanding. Residents are engaged and having a Chief that is equally engaged and has a sense of being a part of this community while being open and present is critical for success in this position. Pasadena has a diverse population, so the new Chief must have experience in building local and regional partnerships while keeping a focus on protecting civil liberties.

Key Attributes and Characteristics

- **Expert Communicator** – Communicates clearly and concisely, both verbally and in writing.
- **Strategic Administrator** – Plans, directs, and coordinates the work of the Police Service of Pasadena to meet short-term public safety objectives in concert with the Department's multi-year Strategic Plan priorities.
- **Steadfast Leader** – Develops and administers sound Departmental policies, making decisions in accordance with laws, regulations, and City/Department policies.
- **Inclusive Recruiter** – Attracts and retains a diverse staff of sworn and civilian staff enriched by the cultural diversity which sets Pasadena apart.
- **Respected Mentor** – Identifies and develops talented subordinates to assume increasing levels of responsibility in service to the community.
- **Skilled Supervisor** – Delegates, while monitoring performance. Holds all subordinates accountable in a timely manner and imposes discipline when appropriate.
- **Collaborator & Bridge Builder** – Promotes community unity and forges effective working relationships.
- **Facilitator** – Works constructively with all internal and external stakeholders, including command staff and labor organizations.
- **Enterpriser** – Takes initiative to continue the Department's progress in the area of community-oriented policing.
- **Equitable Leader** – Leads by clear example, to ensure that officers value the richness of Pasadena's diversity and interacts with all community members in an unbiased manner.
- **Proactive Chief of Police** – Invests in the City's future by reducing crime problems through meaningful intervention strategies.
- **Visionary** – Leads to achieve the City's long-term vision for the Police Service of Pasadena.





QUALIFICATIONS

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

- A bachelor's degree in police science, administration of justice, sociology, psychology, public administration, or related field
- Five (5) + 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.
- Extensive knowledge of law enforcement principles, practices, and techniques; causes, prevention, and control of delinquency; traffic enforcement and education; rules of evidence, rights of citizens and prisoners, laws pertaining to search, seizure, and arrest; court procedures; supervisory and public relations techniques; interagency communication and assistance techniques and practices.
- Possession of a POST Management Certificate, and ability to obtain a POST Executive Certificate subsequent to appointment.

SALARY AND BENEFITS

Our current control rate for Police Chief is \$291,906 with a 2% PERS cost-share. Adjusted for that the salary is \$286,068. An increase of 2% is scheduled for January 2023.

The City of Pasadena offers a generous benefit package. For details regarding employment benefits and provisions, please see the [Salary Resolution](#) for Executive Management employees.

- **Retirement:** 3% @ 55 CalPERS formula for Safety Classic members (employee pays 9% and 2% cost sharing); 2.7% @ 57 CalPERS formula for new Safety (PEPRA) members (employee currently pays 12.5% and 2% cost sharing).
- **Health Insurance:** The City provides a monthly allowance to assist with medical premiums. The 2022 allowance for Employee + 2 coverage is \$1,741.58 per month (Employee only = \$719.78; Employee + 1 = \$1,871.44) and is adjusted annually.
- **Dental Insurance:** The City offers two dental plans for employees. The City contributes 100% of the cost for Employee +2 coverage on the DHMO plan. The City contributes 100% of employee only PPO premium. For employees who cover a dependent/s, Pasadena contributes an additional \$80 per month toward premium.

- **Vision Insurance:** The City offers two vision care plans for employees. Enrollment is voluntary and premiums are 100% paid by the employee on a pre-tax basis.
- **Vacation Leave:** Accrual rate of 160 to 200 hours per year based on years of service.
- **Life Insurance:** Pasadena provides life insurance and accidental death and dismemberment coverage in the amount of \$200,000.
- **Short Term Disability:** Pasadena provides short-term disability for each employee in the amount of 66.67% of each employee's covered weekly salary (maximum weekly benefit of \$2200).
- **Long Term Disability:** Pasadena provides long-term disability coverage for in the amount of 66.67% of each employee's covered monthly salary (maximum monthly benefit of \$8000).
- **Management Time Off:** 40 hours per year.
- **Other Leave:** 80 hours of sick leave allocated per year. Eleven (11) paid holidays.
- **Management Incentive Pay:** May be provided on an annual basis at the discretion of the City Manager, up to 12% of base pay based upon consistent and highly meritorious or superior performance.
- **Housing & Relocation Assistance:** Available
- **Vehicle Allowance:** \$475 per month with City Manager authorization.

For more information regarding Management Benefits, click here: <https://www.cityofpasadena.net/human-resources/wp-content/uploads/sites/22/Executive-Salary-Resolution.pdf?v=1653174567607>

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, July 1, 2022.

To be considered, please electronically submit your resume, cover letter and a list of six professional references (references will not be contacted in the early stages of the recruitment) to <https://koffassociates.com/chief-of-police-4/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.