



**POLICE
CHIEF**



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

THE COMMUNITY

The City of Cotati (approximate population 7,600) has long been considered the “Hub” of Sonoma County, by virtue of its central location, and its distinct and historic hexagonal plaza. Surrounded by beautiful vistas of hills, vineyards, majestic oaks and redwoods, Cotati offers all the benefits of living in a small city, with the cultural advantages of being located near major urban centers and a highly acclaimed state university. Cotati’s roots are steeped in agriculture and music, and our citizens are proud of the diverse and charming community that has been shaped by over 100 years’ history.

Cotati is home to a very clean light industrial area and is proud of its mixed-use development and “green” building programs. We have an energetic and involved business community and a variety of experiences. There are a number of events and celebrations that take place throughout the year that offer something for everyone. The annual Kids’ Day Parade and Festival, the wonderful summertime Farmers’ Market, the Cotati Music Festival, Oktoberfest, the annual Holiday Tree Lighting Celebration, and the Cotati Accordion Festival, the largest Accordion Festival in California, all take place in historic La Plaza Park, in the heart of Cotati.

Click here to learn more about the City of Cotati <https://www.cotaticity.org/>

THE POSITION

The Cotati Police Department has strong community support that has been established through decades of commitment to public safety and community outreach. Cotati has a City Manager-City Council structure, with the Police Chief reporting directly to the City Manager.

The Police Department has one (1) chief, one (1) lieutenant, two (2) sergeants, two (2) corporals and seven (7) police officers. Three (3) of the officers have special assignments; detective, K-9 Handler and Motor Officer/Traffic. Sergeants and corporals are in the rotation for calls-for-service. The City also has a reserve police officer program. The department handles the majority of its own criminal investigations and is a member of a five (5) small police agency (all in Sonoma County) mutual assistance arrangement to investigate more serious crimes.

The Cotati Police Department operates a Public Safety Answering Point (PSAP) for the City of Cotati and Sonoma State University (the City provides PSAP dispatch services for Sonoma State University Police). The Police Department has six (6) police dispatcher/clerks and one (1) police records support-analyst position. In addition to dispatch duties, the police dispatcher/clerks staff the public counter for the Police Department Lobby, which is open 24/7. The Police Department



is a member of a Joint Powers Authority/consortium for police computer aided dispatch/records management system operations. The City is also party to a memorandum of understanding with the City of Rohnert Park and Sonoma State University to operate mobile mental health response team (SAFE) 24/7 in our communities.

The Police Chief attends all City Council Meetings and strategic planning sessions as a key member of the City’s executive leadership team. The Police Chief also plays a crucial role in Emergency Management of the City. The Police Chief is the Operations Manager in the Emergency Operations Center (EOC) and is the EOC Manager in absence of the City Manager.

Highways 101 and 116 pass through the community, Cotati borders the City of Rohnert Park and Sonoma State University is nearby. This dynamic contributes to a high volume of calls-for-service and traffic incidents.

The Police Chief provides administrative direction to plan, manage, and oversee the functions and operations of the Cotati Police Department including law enforcement, crime prevention, community engagement and administrative support services and activities. The Chief will exercise all lawful powers of the office and will issue appropriate orders as necessary to set departmental policy and procedure, will develop and manage the departmental budget and grants, and will assess departmental needs for personnel, equipment, programs, and reporting. The incumbent is expected to exercise independent judgment, wisdom, and initiative in establishing effective departmental operations consistent with City policies and administrative guidelines. The new Police Chief will be expected to be involved with the entire community of Cotati and must be comfortable being the face of the agency. The Police Chief should be committed to Community Oriented Policing as well as the prevention of crime, enforcement of City



Ordinances, and State and Federal laws. The Police Chief ensures the preservation of law and order and the protection of life and property. The Police Chief will work with the City Manager to provide appropriate services and staffing levels; will monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; and will allocate resources accordingly. Other duties include, but are not limited to:

- Planning, directing, and coordinating, through subordinate level staff, the Police Department's work plan; assigning projects and programmatic areas of responsibility; overseeing sensitive investigations and the gathering of intelligence information; evaluating work methods; and meeting with key staff to identify and resolve problems.
- Selecting, training, motivating, and evaluating assigned personnel; working with employees to correct deficiencies; and implementing discipline and termination procedures.
- Overseeing and participating in the development and administration of the department budget; approving the forecast of funds needed for staffing, equipment, supplies; and approving expenditures and implementing budgetary adjustments as necessary.
- Advising and conferring with stakeholders, City Council, and the City Manager on law enforcement problems and assisting in the development of solutions through innovative municipal law enforcement policies.
- Explaining, justifying, and defending department programs, policies, and activities, negotiating, and resolving sensitive and controversial issues.

THE IDEAL CANDIDATE

The City is looking to continuing its community-oriented policing approach with a forward-looking, creative and collaborative Police Chief. A key characteristic of the Police Chief is understanding the broad role of policing to create safe, functional communities and an openness to continually improve upon or rethink conventional methods of policing. The Police Chief must foster a healthy organizational culture with strong leadership, prioritize employee development/retention, ensure careful vetting of new employees for success, set clear expectations of staff and will hold them accountable.

The ideal candidate has a proven track record of leading with integrity and character and must possess the ability to communicate openly and effectively. An individual that has experience with mentoring and leading existing staff in all aspects of running a comprehensive law enforcement



program is essential. The new Police Chief will be able to foster healthy internal and community discussions to arrive at the best outcomes as one cohesive team. The new Police Chief will be able to analyze problems, identify alternative solutions, anticipate consequences, and implement recommendations in support of City goals. A creative candidate who has experience running a department with a record of engaging with and building trust with every segment of the community is essential. The new Chief will have extensive experience in all aspects of law enforcement administration, organization, and management. As an executive representative of Cotati, the incoming Police Chief should expect to interact with community members, local, and regional elected officials on a regular basis and will listen to and be sensitive to their concerns and needs. Confident, proven leaders with a strong history of community policing are encouraged to apply.

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A bachelor's degree from an accredited college or university with major course work in police science, public administration, or a related field and extensive experience in law enforcement at the level of Police Lieutenant (2nd level supervisor/manager) or above. A master's degree from an accredited college or university with major coursework in a related field, is desirable, as is completion of the FBI. National Academy, POST Command College, the California Police Chiefs Executive Leadership. Possession (or the ability to attain) a California Driver's license, and POST Management Certificate (or out of state equivalent) is required.



COMPENSATION

The annual salary for the Police Chief is \$162,698 - \$197,766, with a 2.5% increase each year through fiscal year 26-27; placement within this range is dependent on qualifications and experience. The City of Cotati also provides an excellent benefits package including:

- California Public Employees Retirement System (CalPERS)
Tier 2 - 2% at 50 for newly hired employees considered classic members as defined by PEPR and CalPERS, including CalPERS Second Level of 1959 Survivor Benefits. Employee contribution to be paid by employee.
Tier 3 - (PEPR) 2% at 50 (increasing to 2.7% at age 57); for qualifying employees considered new members as defined by PEPR and CalPERS and shall be subject to the provisions of PEPR, including provisions governing reportable compensation. Sworn safety employees receive CalPERS Second Level of 1959 Survivor Benefits. Employee contribution to be paid by employee.
- Membership in 457 deferred compensation plan and 457 ROTH are available through ICMA Retirement Corporation -employee can contribute up to maximum amount defined by law, tax deferred; Full time employees in the Tier 2 or Tier 3 (PEPR) pension benefits are eligible to participate in a 3% City-matching deferred compensation plan, as detailed in the Non-Represented Compensation Plan.
- Medical insurance coverage for employee and family through Blue Cross or Kaiser Permanente. City pays premium.
- Dental insurance coverage currently through Delta Dental Plan; City pays premium;
- Vision insurance coverage currently through VSP if primary medical coverage is with Blue Cross or through Kaiser Permanente as part of medical insurance coverage; City pays premium.
- \$150,000 life insurance; premiums paid by City.
- Long term disability insurance, premiums paid by City.
- Employee Assistance Program, premiums paid by the City.
- Flexible Spending Account available under IRC Section 125 for un-reimbursed medical or dependent daycare expenses.
- Longevity pay, starting after 6 consecutive years of full time service with the City; maximum of 9% after 10 consecutive years.
- 4/10 work schedule
- Take home vehicle provided by City.

- Annual uniform allowance of \$1,000.
- 12.5 paid holidays per year.
- 80 hours of Administrative Leave each year.
- Paid vacation and sick leave.
- Optional annual vacation cash out.
- Health Club membership available at reduced rates.
- Other terms and benefits described in the Non-Represented Compensation Plan.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:

November 14, 2023

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 Cotati. 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 call Mr. Bryan Hill at:

(916) 784-9080

