City of Ukiah

POLICE CAPTAIN

City of Ukiah, California

Recruitment Services Provided By

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The Opportunity

The City of Ukiah offers an enriching opportunity to community oriented, forward-thinking law enforcement leaders who are looking to serve as a second-in-command and make a lasting impact in a supportive community and organization. Given the interactive nature of the community and strong desire to pursue increased community policing, the next Police Captain will have the opportunity to work closely with the newly appointed Chief of Police to forge a unique policing dynamic that will positively impact the quality of life for all in Ukiah.

About Ukiah

Ukiah is located along the busy Highway 101 corridor, just two hours north of the Golden Gate Bridge. Its 4.67 square miles in size serves as a perfect hub between the Bay Area and the Oregon border and is also situated near the east/west intersection of Highway 20 and Highway 101, providing convenient access to the Central Valley and coast. While the population within Ukiah's city limits is only 16,607, as the Mendocino County seat of government and the business/education/shopping center for much of Mendocino, Lake, and northern Sonoma Counties, its weekday population can be as much as 40,000 or more. Ukiah serves a population of over 104,000 within a half-hour radius. This allows the city to have services, shopping and dining beyond what most cities its size generally offer.

Ukiah is the only place where you can sip wine from America's greenest wine region or sample a locally brewed ale, hike among some of the tallest redwood trees in the world, and relax in a naturally warm and carbonated mineral spring...all in one day. Ukiah is where rolling vineyards, pear orchards, and giant redwoods converge. It's a place where year-round events draw locals and visitors together, and where the entrepreneurial spirit is alive and well. A bustling restaurant scene anchors the historic downtown and features long-time favorites as well as a highly acclaimed unique sushi restaurant, artisan pizza from a wood–fired oven, and Zagat-rated "locavore" cuisine.

Ukiah is centrally located to over 30 wineries and has many other local attractions including the renowned Grace Hudson Museum, 16 parks, the County's only 18-hole golf course, municipal swimming pools and sports complexes, Lake Mendocino for boating, fishing hiking and camping, thousands of acres of BLM land for recreation and off-road vehicles, and more.

City Government

Ukiah, incorporated in 1876, is a full-service city, operating a full range of municipal functions including public safety, public works, community development, and community services in addition to operating its own electric, water, and wastewater utilities. The City also operates an airport, golf course, museum and conference center. Ukiah operates under a council-manager form of government. The City Council is made up of five elected members, one of which acts as Mayor. The City Council appoints a City Manager who oversees daily operations and City business.

The adopted 2022/23 General Fund Operating Budget totals $35.2 million and the City delivers its services through approximately 264 full-time equivalent (FTE) employees.

The City of Ukiah is dedicated to the provision of essential services to the community while continuing forward progress as an agency and service provider. As an employer, the City is committed to providing equity and access for all. The City thrives through renewed dedication to public safety, community engagement, strengthened emergency preparedness, improving infrastructure, and opportunities for economic development.

The Department

The Ukiah Police Department (UPD) is a professional organization comprised of dedicated, well-trained officers and staff who are committed to working in partnership with the community to provide public safety to the residents and visitors of Ukiah. UPD officers serve by patrolling the city and by responding to calls for police service, performing crime prevention activities, conducting investigations, promoting public safety, and apprehending offenders. The Ukiah Police Department strives to make a positive impact on the quality of life of residents and visitors alike. The stated organizational values of the Ukiah Police Department are Safety, Professionalism, and Community Service.

The Ukiah Police Department has a FY 22/23 operating budget of approximately $12.5 million and an authorized staffing level of 50 FTEs. The department is organized into three divisions which are overseen by a Police Captain who is the agency's second-in-command. The Operations and Administrative Divisions are commanded by Lieutenants, and the Communications and Records Division is overseen by a civilian manager.

$12.5M
Operating Budget

50 FTE
Employees

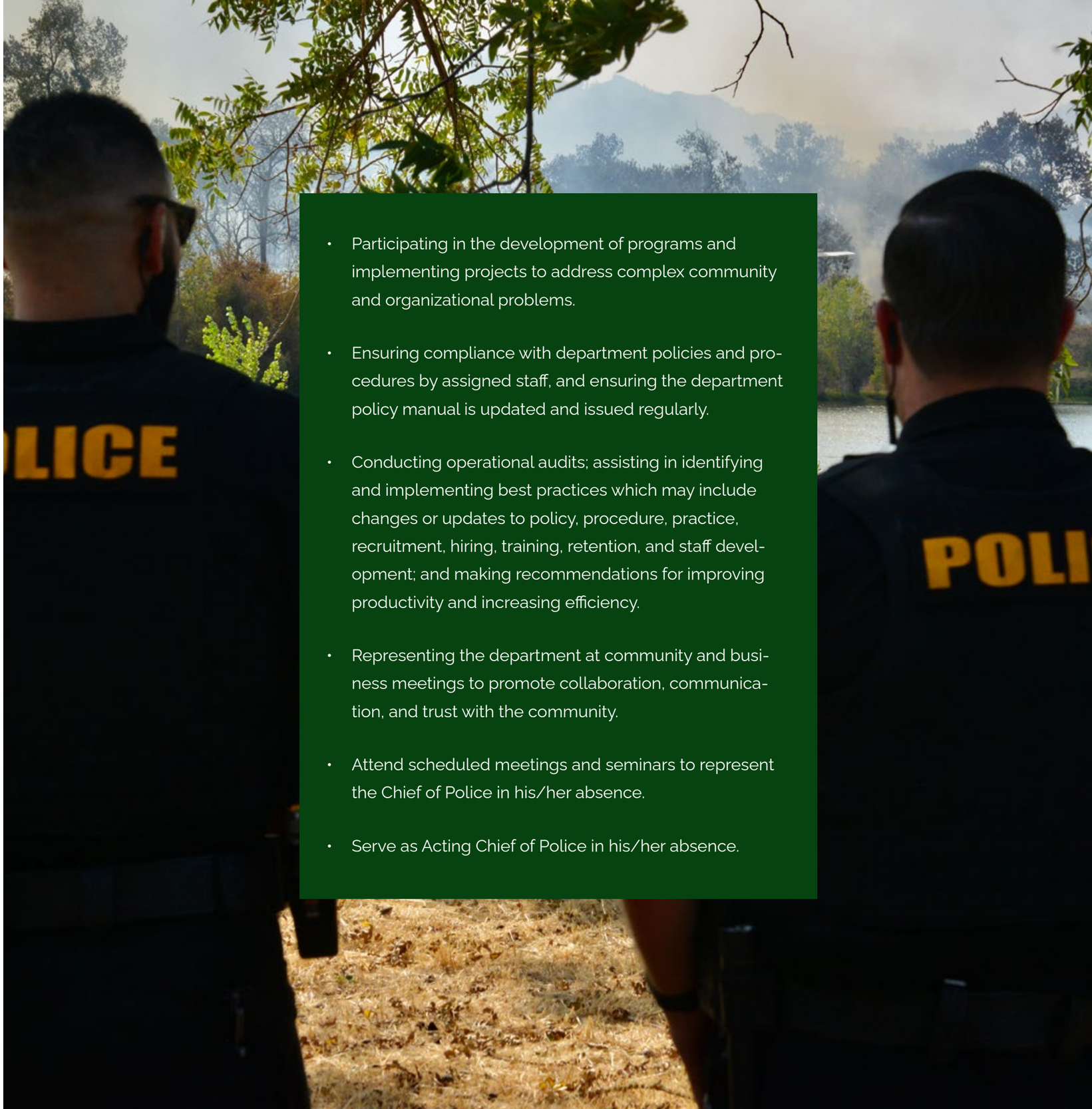
The Communications Center handles all 9-1-1 and non-emergency calls for the City of Ukiah and City of Fort Bragg Police Departments, provides after-hours dispatching services for Electric, Water, Wastewater and other City of Ukiah services, and makes emergency notifications to the community.

The Police Department has continued to maintain and build its relationships with community and county agencies along with various supportive service providers. UPD has memberships on the Redwood Community Services, Homeless Services Community Center, Mendocino County Youth Project, and the Boys and Girls Club. These community engagements and partnerships are recognized as key in reducing crime in Ukiah's neighborhoods and in addressing community concerns. In addition, UPD has a partnership with Mendocino County's Whole Person Care Program to establish a pilot Homeless Outreach Team.

The Position

Reporting to the Chief of Police, the Police Captain performs a variety of highly responsible technical, administrative, and managerial functions to assure effective and efficient Police Department operations; coordinates activities with City departments, civic and community entities, and other law enforcement agencies; participates in organizing and directing police services and programs; and performs related work as assigned by the Chief of Police. The Captain serves as a key member of the command team and key responsibilities include:

- Overseeing the supervision and management of all divisions within the department, including assisting staff in solving complex police or personnel problems.
- Performing or directing specialized and technical investigations as directed by the Chief of Police.
- Managing and auditing the citizen complaint process; directing, coordinating and participating in administrative and internal investigations; conducting complex internal investigations, and making appropriate recommendations to the Chief of Police.
- Overseeing and directing activities related to recruitment, background investigations, hiring, training, the maintenance of personnel records, and making appropriate recommendations to the Chief of Police.



- Participating in the development of programs and implementing projects to address complex community and organizational problems.
- Ensuring compliance with department policies and procedures by assigned staff, and ensuring the department policy manual is updated and issued regularly.
- Conducting operational audits; assisting in identifying and implementing best practices which may include changes or updates to policy, procedure, practice, recruitment, hiring, training, retention, and staff development; and making recommendations for improving productivity and increasing efficiency.
- Representing the department at community and business meetings to promote collaboration, communication, and trust with the community.
- Attend scheduled meetings and seminars to represent the Chief of Police in his/her absence.
- Serve as Acting Chief of Police in his/her absence.

Challenges & Opportunities

The next Police Captain for the City of Ukiah will have the opportunity to work closely with the Chief of Police to address some meaningful organizational challenges which will increase transparency, public trust, and leave a long-lasting impact on the department and entire city organization.

- The Ukiah Police Department enjoys community support but there is an opportunity for the next Captain to bring a focus on increasing the level of community trust and transparency.

- A desire exists for the next Police Captain to assist the Chief in building an organizational culture that features community access, interaction, respect, and a willingness to earn public trust daily through each encounter with community members.

- Organizational development, mentoring and succession planning will be challenges/opportunities for the next Captain. A strong background and demonstrated track record in these areas are needed and strongly desired.

- A focus on recruitment and retention of police officers will assist the organization in achieving its staffing needs and increase the likelihood of officers remaining with the department.

- The next Captain will need to work collaboratively with allied agencies and community partners in addressing important quality of life issues for residents and business owners.

- The Police Department is a strong partner in the city organization, but an opportunity to improve the level of cooperation and integration with other City departments exists. The successful candidate will bring a demonstrated track record of collaboration with others.

- The City of Ukiah is facing issues of homelessness and mental health-related issues much like other cities across the nation. The next Captain will join willing community partners to collaboratively work on these important issues.

- An opportunity exists for the next Police Captain to bring creative approaches to increasing officer accessibility, visibility, and engagement in the community.

Ideal Candidate

The ideal candidate for the position of Police Captain in the City of Ukiah will possess certain traits and experiences that will likely lead to success:

- A team-oriented, problem-solving orientation.
- An open, transparent, inclusive, and engaging communication style that inspires people inside and outside the Ukiah Police Department.
- Demonstrated experience in the area of organizational development, along with the ability to compel those in the organization toward its shared set of mission, vision, and values.
- A strong understanding of the importance of working cooperatively with other departments within the city organization and a track record of building partnerships.
- An understanding and demonstrated experience in 21st Century policing principles and strategies will assist in moving the organization forward in a manner consistent with societal expectations.
- A high level of emotional intelligence and empathy will be necessary qualities of the next Police Captain.
- An open, honest, and engaging leadership style.
- Experience in creatively and effectively addressing the many issues associated with homelessness will benefit the next Captain and the community.
- The community, City leadership, and police department members seek a Police Captain who will be a visible and accessible leader who understands the importance of authentically relating to people.
- A leadership style that will support and complement that of the newly appointed Chief of Police.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to an Associate of Arts Degree with major course work in police science, business or public administration, or a related field.

Experience: Eight (8) years of experience in municipal police work, including supervisory experience of at least three (3) years in an administrative or management level.

License or Certifications: Possession of an Advanced Certificate issued by the California Peace Officers Standards and Training Commission (P.O.S.T.), or equivalent. A Management Certificate is highly desirable and will be required prior to completion of the probationary period.

Compensation & Benefits

The salary range for the Police Captain is **$133,392 - $170,347,** with placement in the range dependent on qualifications. In addition, an excellent executive benefit package is provided as outlined below. Key benefits include:

- **CalPERS Retirement**: "Classic" members: 3% @ 50. "New" members: 2.7% @ 57.
- **Health, Dental, and Vision Insurance**: The City contributes 85% of the selected plan for individual and family from available options; includes AirMed helicopter emergency transport on eligible plans.
- **Lateral Bonus:** $20,000
- **Educational Incentive**: 2.5% for an Associate's or POST Supervisory Certificate (can be combined for a total of 5%); 5% for a Bachelor's degree or higher or POST Management Certificate (can be combined for a total premium of 10%). The lower premium cannot be combined with the higher premium (10% maximum).
- **Management Incentive Pay**: 104 hours per fiscal year to be taken as cash payment.
- **Uniform Allowance**: $1,000 annually.
- **Vacation Leave**: Accrued at 218.4 hours per year and increases with City service. The Captain will receive credit for prior comparable service toward vacation accrual at the discretion of the City Manager. Ability to cash out up to 2 weeks, 2 times per fiscal year, when within 2 pay periods of reaching half of the maximum vacation accrual limit. New hires will receive 160 hours of vacation credited to their accrual bank on date of hire.
- **Sick Leave**: Accrual at 96 hours per year. Accrual transfer upon hire available with City Manager approval.
- **Holidays**: 13 paid holidays in addition to 1 floating holiday annually.
- **Vehicle**: A City vehicle is provided for official use.
- **Longevity Program**: Upon the seventh anniversary date of employment, and each year thereafter on the anniversary date, receive $1,000. Upon the 12th anniversary date, the amount increases to $2,500 annually; at the 20th anniversary, the amount increases to $3,500 annually.
- **Other Benefits**: Other benefits include City-paid membership in an Employee Assistance Program (EAP) for employees and eligible dependents; optional participation in supplemental health coverages through AFLAC, optional participation in pre-taxed Unreimbursed Medical and Dependent Care Assistance programs; and optional participation in Employee Credit Union and Deferred Compensation 457 Savings Plans.
- **Relocation Assistance**: $8,000 housing assistance and relocation expenses negotiable with the selected candidate.
- No Social Security contribution.

The Recruitment Process

Interested candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Chief Bryan Noblett (ret.) or Chief Greg Nelson (ret.) at (916) 550-4100.

Interested candidates may apply online at mosaicpublic.com/careers.

The City of Ukiah is an Equal Opportunity Employer.