

**Sausalito Police Department**  
**300 Locust Street**  
**P.O. Box 35**  
**Sausalito CA 94966**  
**(415) 289-4170**  
**[www.ca.sausalito.ca.us](http://www.ca.sausalito.ca.us)**



# **P O L I C E   C A P T A I N**

## **DESCRIPTION**

The City of Sausalito is seeking a Police Captain who has a genuine interest in working in an environment that supports professional growth, exceptional customer service, and a community oriented approach in the delivery of police services. Under the general direction of the Chief of Police, the Captain provides command level management to the Operations Division or the Support Services Division. The Captain is responsible for:

- Planning, directing and managing the assigned activities of a division or unit of the department and performing other duties as assigned;
- Initiating administrative and command leadership when such action is necessary to fulfill a functional police responsibility;
- Disseminating orders, policies and procedures to all assigned personnel;
- Making recommendations for hiring, discipline and termination of personnel;
- Initiating and completing staff work and projects.

## **QUALIFICATIONS**

The ideal candidate should possess a minimum of eight years of California law enforcement experience that includes at least two years of experience as a lieutenant or higher rank in a law enforcement organization. Broad and extensive experience in all major phases of municipal police work and police management is also desired. A Bachelor's degree is required and possession of a California P.O.S.T. Management Certificate is highly desired.

## **THE IDEAL CANDIDATE**

The ideal Police Captain should also possess the following experience, knowledge, skills, abilities, and characteristics:

- A participative style and a belief in mentoring and team development, able to employ good listening skills and be approachable;
- A collaborative style and open to suggestions;
- Is a skilled communicator in a wide variety of situations ranging from being effective in public settings to being comfortable talking with citizens and employees at all levels;
- Experience in budget preparation and management, including forecasting needed funds, prioritizing critical service needs, partnering with other agencies to save resources, and examining the most cost efficient means for structuring the Department to meet strategic objectives;
- Demonstrate leadership ability, which includes making tough decisions, holding people accountable, implementing fair and consistent discipline, and ensuring projects remain on schedule;
- Will build upon the successes of the Department, yet bring a fresh set of eyes to analyze opportunities for improvement;
- Will be an active, contributing and supportive member of the City's Management Team and add to its effectiveness and cohesiveness;
- Is technologically aware and skilled.

***THE MISSION OF THE SAUSALITO POLICE DEPARTMENT IS TO REDUCE THE IMPACT  
OF CRIME AND OTHER EXTERNAL HARM TO PERSONS AND PROPERTY***

## **COMPENSATION**

The Police Captain is an exempt position and is a member of the City's Management Team that includes the City Manager, City Attorney, Department Heads and Managers.

- Salary: \$11,746 per month
- PERS 3% @ 55. The City utilizes the IRS Code 414(h)(2) provision to pay employees the 9% employee contribution tax-free and then deducts that amount to forward to PERS.
- Cafeteria Plan: Options available include health, dental, vision, life insurance, long-term disability, dependent care, and possible cash back. The City contribution is based on the employee's status.
- Flexible Schedule
- Vacation: 136 hours per year
- Sick Leave: 8 hours earned per month / unlimited accrual / convert at retirement
- Holidays: 9 fixed holidays / floating holidays depend on work schedule
- Uniform Allowance: \$827 per year
- Administrative Leave: 80 hours per year
- City vehicle provided

## **APPLICATION PROCESS**

Please submit the following materials by **Monday, March 9, 2009 at 5:00pm:**

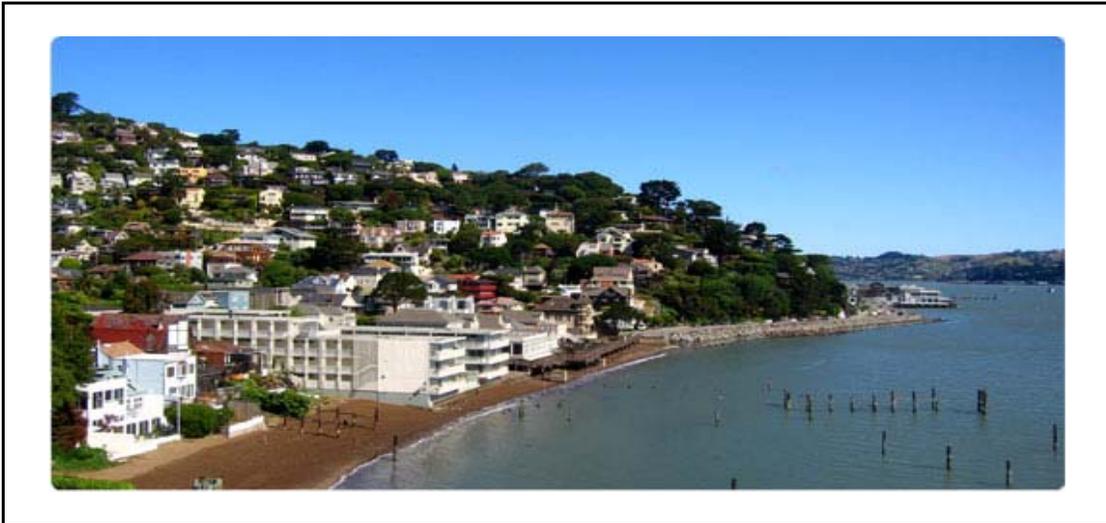
- Detailed resume
- Cover letter introducing yourself and stating the reasons for your interest in this position
- A City of Sausalito application (download at [www.ci.sausalito.ca.us](http://www.ci.sausalito.ca.us))
- A list of at least six (6) professional references

**Mail to: Sausalito Police Department, Attn: Susan Barnes, PO Box 35, Sausalito CA 94966**

**Email to: [sbarnes@ci.sausalito.ca.us](mailto:sbarnes@ci.sausalito.ca.us)**

*Those candidates selected to participate in the interview process will be asked to complete a supplemental questionnaire outlining their law enforcement experience.*

\*\*\* EQUAL OPPORTUNITY EMPLOYER \*\*\*



Sausalito is the first community north of the famous Golden Gate Bridge and is a major attraction for Bay Area visitors. It is a small community of approximately two square miles and 7,500 residents. Sausalito has been geographically blessed with a variety of natural features as well as being home to many unique shops, art galleries, outdoor cafes, and fine dining establishments. The residents of Sausalito are educated, friendly, and take pride in their city.

The City of Sausalito operates under the City Council/City Manager form of government. The City provides a full range of services that include Administration, Finance, Police, Fire, Public Works, Parks and Recreation, Community Development and a Public Library. The City Council and staff value positive relationships with the residents, businesses, visitors and outside agencies.

The police department has a total of 23 full time employees with 18 sworn positions, 3 parking enforcement officers, 2 administrative positions and 19 Volunteers in Public Safety. The police department also has oversight of Parking Lot Operations and Information Technology which brings the total employees under the department's management to 37. Specialty assignments available for sworn officers include Boat Patrol, Bicycle Patrol, Firearms Instructor, Field Training Officer, Arrest and Control Instructor, and Detectives. The department also provides a Citizens Academy once a year for residents of Sausalito as a way of strengthening ties in the community and providing insight into the police department's values and policing policies.