



# CHIEF OF POLICE



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Bob Hall & Associates

## THE COMMUNITY

Do you appreciate service-oriented communities where neighbors help their neighbors? Do you adore charming small cities with vibrant downtowns? Are you ready to serve every day in a destination community that most only get to visit for mere days at a time? Then consider Calistoga for your next career opportunity!



The City of Calistoga, known as the “Crown of Napa Valley”, is located at the northern end of the Napa Valley, 75 miles from San Francisco. A serene valley nestled among beautiful mountains; Calistoga has all the charm of a small town while possessing that expected level of sophistication associated with world-class tourist destinations. The City is famous for its natural beauty and inviting hot springs and has drawn residents and visitors to the Napa Valley for over a hundred years. The City of Calistoga offers outstanding regional cuisine, award winning wines, countless options for outdoor recreation including a community pool, and an abundance of community-focused special events such as the Napa Valley Marathon, Farmer’s Market, Concerts in the Park, and the famous Holiday Lighted Tractor Parade.

The City is approximately 2.6 square miles with a diverse estimated population of approximately 5,200. The City’s primary economic base is tourism. Residents and visitors alike enjoy Calistoga’s walkable downtown, safe neighborhoods, health and wellness options, and outdoor recreation. The vineyards and commercial wineries, fine shops, cafes and restaurants, world famous mineral hot springs, local museum, and tourist accommodations featuring mud baths and spa treatments combine to make the City of Calistoga an ideal place to live as well as a destination for tourists from around the world. The City experiences distinct seasons with a high proportion of sunny, smog-free days, and nights ranging from crisp and cool to pleasantly warm during the summer. Calistoga is a tight-knit small town with a supportive, thriving community and offers an unparalleled lifestyle in a stunning natural environment!



## THE CITY OF CALISTOGA

The City of Calistoga was incorporated in 1886 as a general law city in the County of Napa, CA. The City is established as a Council- Manager form of local government and governed by an elected Mayor and a four-member City Council. Council members serve four-year staggered terms, with two members elected every two years. The Mayor is elected to serve a two-year term. The City of Calistoga is a full-service city providing a full range of services including police and fire protection; planning activities, code enforcement and building inspections; park facilities, aquatics, and recreation programs; construction and maintenance of streets, public buildings, and other infrastructure facilities; a cemetery; water production and distribution; and wastewater collection and treatment. The City has 70 full-time employees augmented with part-time employees (primarily in the fire department, parks and recreation, and the police department). Other services such as the City Attorney and refuse collection services are provided via contract. The City of Calistoga’s Adopted Fiscal Year 2023-2024 Budget is \$27.8 million.

## THE POSITION

Join our dynamic team where every day brings new challenges and opportunities to make a real difference in our community! As a vital leader of our force, you will lead the charge in planning, directing, and coordinating an array of programs dedicated to maintaining law and order, safeguarding lives, and property, managing traffic flow, and preventing crime. Your expertise will shape recommendations and

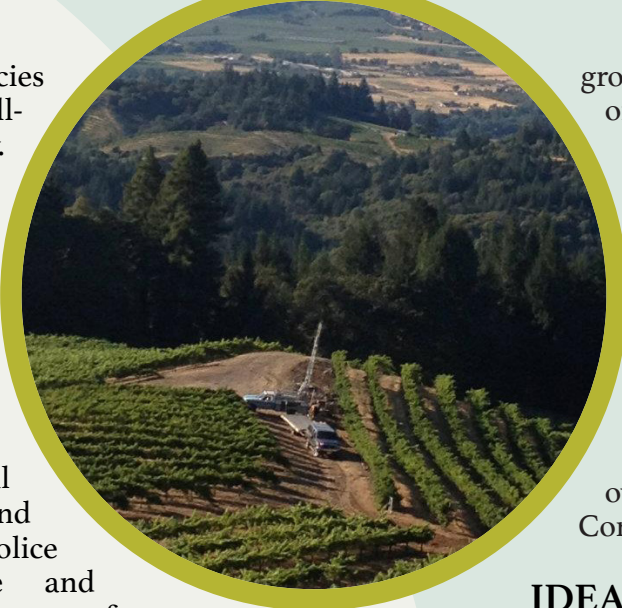
assist in crafting ordinances and policies which ensure the safety and well-being of the Calistoga community. This position is a “working chief” position, primarily being in uniform and being “hands-on” with the ability to cover patrol and handle calls for service as needed.

**As Chief of Police, you will:** Develop the philosophy, vision, and priorities of the department; Develop and implement municipal law enforcement policies and procedures using modern police management methods; Prepare and administer the budget and related grants for the Police Department; Advise and otherwise assist the City Manager in understanding and developing policies governing City responses to crime trends and prevention; Select department employees; Plan staffing and organize work; Conduct or direct staff training and development; Make presentations to City Council, other governmental agencies, and a variety of civic organizations; Build community partnerships; and be a member of the City of Calistoga Executive Team (CET).

## THE POLICE DEPARTMENT

The Calistoga Police Department provides a safe and healthy environment for all who live, work, and visit the City of Calistoga. The Calistoga Police Department is a 24x7, full-service, fully staffed, forward-thinking, problem solving, and community-oriented team of officers and non-sworn personnel. The department provides traditional patrol services, dispatch services, community outreach & crime prevention services, and parking enforcement services. The department’s authorized staffing 19 full-time staff that includes a Chief, Lieutenant, two Sergeants, nine Officers, one School Resource Officer, one Communication Manager, four Dispatchers and one Community Service Officer. Full-time staffing is supplemented by five part-time staff which includes three part-time dispatchers and two part-time Police Technicians.

The department utilizes technology to enhance operational effectiveness and transparency through the use of Flock ALPR cameras, Axon body worn cameras, and other advanced technology. The Department works closely and collaboratively with other city departments, county law enforcement agencies, community



groups, and non-profit organizations to achieve its mission, goals, and objectives. The department participates on the County’s Major Crimes Task Force, County Forensic Multi-Disciplinary Interview team, and on various city and community committees and coalitions. The department assists with Code Enforcement and oversees the contracted Animal Control & Shelter Services.

## IDEAL CANDIDATE

The ideal candidate will be of the highest integrity and genuinely committed to being a collaborative, community-oriented, and accessible leader, responsive to organizational needs by being open, honest, respected, and trusted in internal and external relationships. The successful candidate must possess and be comfortable exercising emotional intelligence, political savvy, and compassion, as well as a hands-on approach to lead by example and build a spirit of teamwork. The candidate should be fully engaged in the community, while maintaining approachability, availability, and a strong understanding of the nuances of a rural community.

The next Chief will grow a strong organizational culture within the Department while advancing the Department toward enhanced use of evidence-based policing, crime reduction strategies, and data-driven decision-making. Exceptional public speaking and writing skills are necessary, as well as skills of persuasion. The candidate will become a part of a tight-knit City team that contributes to the total success of the city and its departments. The Chief is responsible for the coaching and mentorship of a young department.



## COMPENSATION AND BENEFITS

The monthly salary range for the Police Chief position is **\$16,847 - \$20,478**.

The City also offers an attractive benefits package including:

**Retirement Plan** – Provided through CalPERs as outlined in the Salary and Benefits for Executive Management.

**Deferred Compensation** – 457 plan is offered.

**Medical Insurance** – Provided through the Public Employees Medical and Hospital Care Act (“PEMHCA” or “PERS Health”) insurance program. The City pays 90% of the monthly premium for medical insurance.

**Dental and Vision Insurance** – The City pays 90% of the monthly premium for dental and vision insurance for the employee and eligible dependents.

**Vacation Leave** – Accrues at the rate of between two to four weeks annually, depending on the number of years in service.

**Sick Leave** – Accrues at the rate of 8 hours per month.

**Administrative Leave** – 80 hours granted annually with unused leave paid out.

**Holidays** – 12 paid holidays and 2 floating holidays per calendar year.

**Life Insurance** – The City pays 100% of the monthly premium, with the life insurance policy valued at 1x the employee’s annual salary.

**Disability Insurance** – the City pays 100% of the monthly premium, with the policy benefit of 66 2/3% of the employee’s first \$1,500 salary.

**Bilingual Pay** – Employees may be qualified to receive up to 5%.

**Automobile Allowance** – \$250/month.

**Technology Allowance** – \$200 per month for use of the employee’s personal internet, laptop, and cellphone services.

**Relocation Expense** at the discretion of the City Manager up to \$5000.

The City participates in Social Security.

## TO APPLY

**First Review Date: September 14, 2024**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume to:

**[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com)**.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and preemployment medical exam.

Should you have any questions regarding this position or the recruitment process please contact Joe Gorton at:

**707-628-6846**



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