



**CITY OF NEWARK**

Human Resources Department  
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NEWARK, CALIFORNIA

## THE COMMUNITY

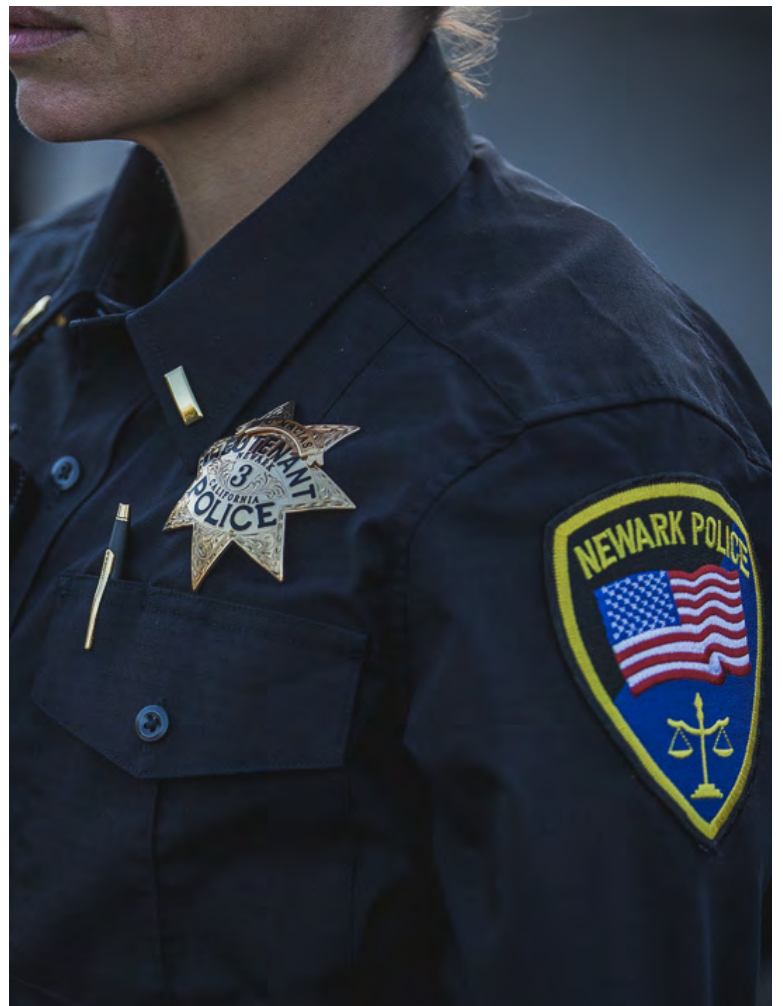
The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland, 15 miles north of San Jose, and on the edge of Silicon Valley. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 49,149 with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small-town atmosphere.

The City has evolved throughout the years from its days enriched in agriculture, manufacturing, and railroad transportation to today's expansion of high-tech, biotech, and the health sciences, primarily as a result of the development of Silicon Valley. Although Newark has grown significantly, the community prides itself on being able to keep a small, hometown charm.

Newark is currently in the midst of some very exciting projects, including new housing developments and the expansion of advanced manufacturing and biotech industries. Coupled with the growth occurring in the community, the City recently constructed a new Civic Center, including a City Hall, Library, and Police Station. The Police Department moved into the new state-of-the-art police facility, which supports Department staff in providing the best service to the community, in March of 2021.

# ***CITY OF NEWARK***

**INVITES YOUR INTEREST IN THE  
POSITION OF POLICE LIEUTENANT**





# NEWARK POLICE



## THE POLICE DEPARTMENT

The Newark Police Department is comprised of three divisions: The Office of the Chief of Police, Support Services and Field Operations. Overall management of the Support Services and the Field Operations divisions are the responsibility of a Police Captain. The Support Services Captain is responsible for Legal Affairs, Professional Standards and Training, the Community Engagement Program (including Social Media, Citizen's Police Academy, and the Volunteer Program), Recruiting, Records, Communications, Property and Evidence. The command structure includes a lieutenant who assists the Support Services Captain with oversight of the division.

The Field Operations Captain is responsible for managing Patrol, K9, Traffic Unit, Detectives Unit, the School Resource Officer Program, Honor Guard, SWAT, Employee Wellness, the UAV Program and other programs in support of the division. Two lieutenants assist the Operations Captain with daily oversight of all Field Operations assignments.

The Newark Police Department is committed to providing the highest quality police services to its residents, business owners, and visitors alike. Working in partnership with the community, the Department strives to protect the life, property, and liberties of all individuals, be proactive in the deterrence of criminal activity, and enhance the quality of life for its citizens. This ongoing collaboration with the various community stakeholders yielded a near 90% satisfaction rating during a survey of Newark residents and business owners conducted in the Summer of 2020. During a more recent community survey in the Fall of 2021 regarding city-wide services, the police department received nearly a 92% satisfaction rating.



## CITY GOVERNMENT

The City of Newark operates as a General Law city, providing for a Council/Manager form of government that clearly distinguishes the legislative power of the City Council from the administrative powers of the City Manager.

The Newark City Council is composed of five Council Members. Four of the Council Members are elected to staggered four-year terms; the Mayor, who also serves as the fifth Council Member, is directly elected to serve two-year terms. There is an election in November of even numbered years for the Mayor's seat and two Council Member seats. The City of Newark is known for being a stable city supported by its City Council.

The City of Newark is comprised of many different departments and divisions in order to meet the demands of a growing city. Though each department has a very specific role in the development of the City of Newark, they work in a collaborative effort to ensure that all residents, businesses, and visitors' best interests are at the forefront of all actions and activities.



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## THE POSITION – POLICE LIEUTENANT

The Police Lieutenant supervises a section or division of the Police Department; serves as a management level officer; conducts staff studies and research projects and participates in the overall department planning; performs responsible police field and services work; provides professional and technical staff assistance to the Police Chief and other department staff in areas of responsibility; and performs related work as required.

This management classification is responsible for directing the day-to-day activities of an administrative, investigative, or patrol function. The Police Lieutenant may rotate among assignments based on departmental needs. Work is performed in accordance with department policies, procedures, and general orders received from the Police Chief.

This class performs a variety of management and administrative duties ranging from commanding a police function and managing a budget through leading a police patrol team. It is distinguished from Police Captain in that Police Captain has a higher responsibility for the overall direction of the Police Department and takes over command of the Police Department in the absence of the Police Chief.

Applicants are encouraged to review the Class Specification minimum qualifications required for the position at:

### [LINK TO CLASS SPECIFICATION](#)

Any combination of experience and training that would provide the required

knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Progressively responsible experience in public agency police work including experience in a supervisory capacity at the rank of Police Sergeant.
- Equivalent to a Bachelor's degree from an accredited college or university with course work in Police Science, Administration of Justice, Public or Business Administration or a related field.
- Graduate degree is desirable.
- Conform to the guidelines established by the CA Commission on Peace Officers Standards and Training.

## THE IDEAL CANDIDATE

The ideal candidate will be an inspiring, team-oriented leader with an incredible work ethic known for adhering to high standards and service excellence. They will be an innovative and resourceful manager who displays a relentless commitment to professionalism. Extensive community engagement experience and an advanced understanding of contemporary policing practices will be expected. Experience with critical incidents and in implementing successful crime reduction strategies are desirable. They will be expected to cultivate and maintain effective partnerships with the community, city staff, and other law enforcement agencies to respond to emerging needs.

The Chief is seeking a skilled professional with excellent oral and written communication skills and a collaborative, problem-solving approach to be an active member of the Department's management team. They must be able to earn the trust and respect of the Police Department staff and demonstrate the willingness to

recognize and reward good performance. The ability to lead by example and hold staff accountable while treating employees with dignity and respect will be essential to success.

The ideal candidate will be an honest, consistent, and firm but fair decision maker and should be a champion of integrity and ethics for the Department, promoting transparency and team building at all levels of the organization.

## APPLICATION PROCESS

To be considered for this position, a completed employment application, a cover letter and a current résumé must be submitted to the Human Resources Department by **5:00 pm, April 20, 2022**.

You may submit your application materials via CalOpps:

### [LINK TO CALOPPS](#)



## SELECTION PROCESS

The selection process will begin with a review of application materials to determine those applicants who are best qualified. The best qualified candidates will be invited to continue to the examination phase which may include an oral board exam(s), practical exercises, and written examination. The selection process is tentatively scheduled for early May 2022. Candidates must be successful in each examination to continue in the selection process.

Those passing the examination process will be placed on an eligibility list for Police Lieutenant. Names of all eligible candidates will be forwarded to the Police Department for next steps in the selection process.

We will make reasonable efforts in all phases of the selection process to accommodate persons with disabilities. Please contact the Human Resources Department at 510.578.4267 or [hr@newark.org](mailto:hr@newark.org) for accommodation requests.

Prior to receiving a conditional offer of employment, the selected finalist(s) will be required to successfully complete fingerprinting and a background investigation, which will include a polygraph examination, and which shall adhere to the California Commission on Peace Officer Standards and Training – CA POST's background investigation dimensions. Upon receiving a conditional offer of employment, the applicant will be required to complete a psychological evaluation and a City paid pre-employment medical examination to include testing for the presence of drugs and alcohol. Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.





# JOIN OUR TEAM

## COMPENSATION & BENEFITS



The current compensation for Police Lieutenant is \$135,300 to \$196,176 annually. Placement within the range is dependent on various factors including the candidate's experience and qualifications.

In addition to salary, the City offers an outstanding benefits package that includes:

### HEALTH INSURANCE

- The City contributes the following amounts towards employee's health and welfare benefits:
  - Employee only: \$878
  - Employee + 1 dependent: \$1,755
  - Employee + 2 or more dependents: \$2,318

If employee declines medical insurance with the City, employee may receive up to \$450 cashout per month. Any cashout will be paid to the employee in taxable compensation. Proof of medical insurance is required.

### RETIREMENT

CalPERS 3.0% @ 50 for Classic members or 2.7% @ 57 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.

### GENERAL LEAVE

184 to 264 hours of general leave accrual each year, depending on length of service. Up to 80 hours of general leave may be converted to pay or sick leave per fiscal year. Sick leave credits may be used towards service credits under the CalPERS plan.

**MANAGEMENT LEAVE** Up to 56 hours per fiscal year.

**HOLIDAYS** 5% of regular pay Holiday-in-Lieu pay to be paid each pay period.

**DEFERRED COMPENSATION** Voluntary participation.

**LIFE INSURANCE AND AD&D** City-paid \$20,000 policy.

**UNIFORM ALLOWANCE** \$100 per month uniform maintenance allowance.

### EDUCATIONAL REIMBURSEMENT

For career development and the acceptance of greater responsibility, an education reimbursement program is offered to assist employees with costs for professional courses and tuition.

**LONG-TERM AND SHORT-TERM DISABILITY** Voluntary participation.

### HEALTH & FITNESS

On-site gym available for use by Department employees. Employees and eligible family members living in the same household may use the Silliman Activity & Family Aquatic Center free of charge. Additionally, employees and their eligible family members receive resident rates for class registration and facility rentals.

### OTHER

A vehicle may be provided to be used for official business and call-out purposes at the discretion of the Chief of Police.

You may view the Newark Police Management Association Memorandum of Understanding here:  
[LINK TO NPMA MOU](#)

