



CITY OF WALNUT CREEK

CHIEF OF POLICE



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

THE CITY

The City of Walnut Creek, nestled just 25 miles east of San Francisco in Northern California, is a scenic urban setting next to Mt. Diablo. Its sprawling landscapes, warm weather, upscale dining, posh shopping district, and local winery make Walnut Creek a suburban oasis with an urban flair. With a rare blend of 2,800 acres of open space, a vibrant downtown, and a performing arts center, Walnut Creek offers something for everyone.

Walnut Creek is the economic and entertainment hub of Contra Costa County. The City is conveniently located and covers approximately 19.5 square miles. Home to more than 70,000 people, its rich history and thriving downtown are only part of what make Walnut Creek one of the most interesting Bay Area communities. With bustling San Francisco to the west, the Napa Valley wine country to the north, and the natural beauty of Mount Diablo State Park to the east, Walnut Creek offers urban style, suburban grace, and peaceful wilderness.

THE ORGANIZATION

Incorporated in 1914, the City of Walnut Creek operates as a General Law city with a City Council/City Manager form of government. The five (5) City Councilmembers are elected at large for four-year, staggered terms. Walnut Creek is widely recognized for its innovative programs that benefit its citizens as well as provide a dynamic, stimulating work climate for City employees. The City employs approximately 386 regular employees with benefits. The City's Fiscal Year 2026 General Fund Budget is \$106.94 million, which supports the day-to-day services provided by operating departments while also accomplishing Council adopted priorities.

MISSION

The City of Walnut Creek, working in partnership with the community, is committed to enhancing the community's quality of life by promoting:

- A positive environment where people can live, work, and play;
- A vibrant local economy to enhance and sustain long-term fiscal stability; and
- A progressive workplace where dedicated employees can make a difference.

VISION

A balanced community meeting tomorrow's needs while protecting the quality and character the community values today.

VALUES

The City aspires to achieve its mission and vision by incorporating those values that help our community and each employee to realize their highest potential, emphasizing:

- Respect
- Integrity
- Excellence
- Teamwork
- Creativity



THE DEPARTMENT

The Walnut Creek Police Department is committed to providing excellent police services to those who live in, work in, or visit the City. Currently 85 sworn and 43 professional staff work hand in hand with the community to ensure the outstanding quality of life in Walnut Creek is maintained and enhanced. The Department is both proactive and reactive, and provides law enforcement, investigation, crime prevention, and other public services. With a general fund budget of more than \$34 million, the Department operates the following divisions:

Administrative Division - consisting of Investigations, Professional Standards, and Support Services - including Crime Analysis, Training, Communications, Records, Crime Prevention, and Property and Evidence. Each of these units investigates and follows-up on crimes committed against people or property in the City of Walnut Creek.

Operations Division - which is the largest single entity within the Walnut Creek Police Department and includes the first responders to all calls for police service. This division includes Patrol, Traffic, and Special Operations. All patrol services are based on geographical sectors. Because each sector is a unique area of the City, a Sector Commander is assigned to each area and serves as the focal point for police issues for that area.

The Walnut Creek Police Department is the primary answering agency for all 9-1-1 and non-emergency calls for the City of Walnut Creek. The communications center operates 24-hours a day, 7 days a week by a team of highly skilled and dedicated Public Safety Dispatchers.

The Reserve Officer Program maintains one of the largest and best-trained municipal police reserve organizations in California with active sworn members who contribute approximately 10,000 volunteer hours to the community annually. The primary objective is to support the balance of the police department to maintain public safety, health, and the protection of property.



The Department is continually seeking to improve its level of service to the community and has been partnering with community groups and other governmental entities to work towards a goal of non-police responses to incidents not involving crimes. Programs of note include a partnership with Contra Costa County regarding response to mental health calls, a homeless outreach program, and coordination with domestic violence support groups.



The Department is part of a multi-agency regional SWAT team, houses the region's bomb squad equipment, and has a K9 operation. It also has furthered community-oriented policing and employs crime prevention and crime analysis strategies. It relies upon evidence-based practices to help guide policies and protocols. It engages with the public through public forums, "coffee with a cop" type outreach events, and is active on social media.

In 2020, the Chief's Community Advisory Board (CAB) was established under the direction of the Chief of Police. The Board is a resource for the Chief in the formation of strategies, development of community policing concepts, increasing public awareness, furthering engagement and transparency efforts, and identifying best practices. The Board provides a forum for discussions concerning community issues and includes a broad spectrum of community viewpoints; it is not, however, a regulatory oversight entity.

THE POSITION

Under general direction from the City Manager, the Chief of Police plans, organizes, and directs the activities of the Police Department including law enforcement investigation, crime prevention, and administrative support services. As a member of the City's robust Executive Team, the Chief contributes in the review and addressing of general City policies, programs, and concerns and may serve as acting City Manager, as required. The Chief of Police is responsible for coordinating departmental activities with those of other departments and outside agencies and organizations and providing staff assistance to the City Manager and City Council. Responsibilities include but are not limited to:

- Plans, organizes, staffs, directs, and coordinates all activities of the Police Department; prepares and administers the Department budget;
- Reviews and analyzes crime statistics, City growth patterns, legislation, court decisions, developments in the field of crime prevention and detection, police organization and management techniques, and related matters;
- Prepares or directs the preparation of proposals concerning departmental activities for consideration by the City Manager; directs the development of in-service training programs to increase departmental efficiency;

- Establishes policies, procedures, and guidelines to be observed in the supervision of the respective divisions;
- Coordinates activities with other City departments; works with department directors and the City Manager in improving City services;
- Resolves citizen complaints or problems; represents the Department at a variety of meetings; coordinates activities with other law enforcement agencies; speaks before public and professional groups;
- Appoints personnel; coordinates staff training; conducts performance evaluations;
- Represents the department to outside groups and organizations;
- Demonstrates respect and sensitivity toward the cultural and ethnic diversity of the greater community;
- Resolves citizen complaints or problems; and
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

THE IDEAL CANDIDATE

The City of Walnut Creek is seeking an innovative, community-focused, and dynamic law enforcement professional to serve as its next Chief of Police. The ideal candidate will be a visible, approachable leader who is deeply committed to community engagement and upholding the highest standards of integrity and ethics. Demonstrating emotional intelligence and political acumen, the new Chief will build meaningful relationships with residents, elected officials, and community partners. A strong advocate for transparency and trust, the ideal candidate will champion an inclusive, service-oriented culture throughout the Department, ensuring that every member of the community feels seen, heard, and protected.

Leading by example, the ideal candidate will bring a collaborative



and progressive approach to policing, mentoring the Department's management team while inspiring accountability, respect, and professionalism at every level. They will be a strategic thinker and effective communicator, with a proven ability to manage large teams, solve complex problems, and navigate sensitive situations with diplomacy and fairness. This is a unique opportunity for a courageous and forward-thinking leader to proactively address public safety challenges and guide the Department through continuous improvement and innovation.

The successful candidate will be hands-on and engaged, fostering a supportive and empowering environment where both sworn and professional staff can thrive. Experience in addressing recruitment issues, as well as a strong track record in training and professional development, will be highly valued. The new Chief will work closely with other City departments, viewing interdepartmental collaboration as a strength and resource. As both a leader within the Department and a representative of the City, the ideal candidate will balance the needs of various stakeholders while steadfastly advocating for what is in the best interest of the Department and the Walnut Creek community.

Candidates must possess a Bachelor's degree from an accredited four-year college or university. A POST Management Certificate, completion of the POST Command College Program or FBI National Academy, and a Master's Degree in Public Administration, Administration of Justice, or a related field, are highly desirable. A minimum of ten (10) years of extensive, progressively responsible administrative and supervisory experience is required, preferably in a municipal police department or other public agency; or any equivalent combination of education and experience that provides the knowledge, skills, and abilities required of the position.

THE COMPENSATION

The current annual salary range for the Chief of Police is \$233,605 – \$323,010. Placement within the salary range is dependent upon the qualifications and experience of the selected candidate. The City also offers a generous benefits package including:

Retirement – The City participates in the California Public Employees Retirement System (CalPERS) with a 3% at 55 formula for Classic Employees, with an employee contribution of 9% + 3% cost-sharing. For employees covered under PEPPRA, the retirement formula is 2.7% at 57 with an employee contribution of 14.5%. The City does not participate in Social Security.

Deferred Compensation – Biweekly employer contribution of \$549.03 (\$14,275 annually). Employee contribution to plan is voluntary.

Health/Dental/Vision – Eligible first day of first month after date of hire. The City provides contribution to medical, dental, and vision.

Paid Time Off (PTO) – 20 working days (0-4 service years); 23 working days (5-9 years); 26 working days (10 - 14 years); 29 working days (15-19 years); 31 working days (20-24 years); and 32 working days (25 years or more service years). The City Manager may grant employees the accrual rate for PTO commensurate with the employee's total combined years of service with any public agency.

Professional/Management Leave – 96 hours annually in January of each year.

Holiday Pay – Biweekly: 5 hours of straight-time pay (130 hours/year).

Other benefits – include Life Insurance, Disability Insurance, Career Development Funds, Flexible Spending Account options, Employee Assistance Program, Tuition Reimbursement, and City Vehicle.



TO APPLY

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

www.bobmurrayassoc.com

**Filing Deadline:
August 24, 2025**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to a virtual preliminary interview with Bob Murray and Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the City of Walnut Creek. 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.

If you have any questions, please do not hesitate to call Gary Phillips at:

(916) 784-9080

