



CITY OF GLENDALE, CALIFORNIA
Office of the City Attorney

613 East Broadway, Suite 220
Glendale, California 91206-4308
(818) 548-2080 Fax (818) 547-3402
www.glendaleca.gov

February 24, 2016

Frank Gallo
President
Glendale Coalition for Better Government
P.O. Box 10083
Glendale, CA 91209-0083

Re: Your Public Records Request

Dear Mr. Gallo:

This correspondence is in response to your public records request. Your specific requests involving the oral interview of candidates to fill the Police Captain position in the Glendale Police Department and the City of Glendale's responses are set forth below.

Request No. 1: "The GCBG requests all documents from the Glendale Police Chief, Robert M. Castro, or any other person from the Glendale Police Department, sent or received to and from any 'Panel Member' conducting the December 1, 2015 oral interview...."

Response: Responsive records are available for inspection at the City Clerk's Office. Please be advised that names of individual candidates referenced in these records have been redacted. These redactions are made pursuant to Government Code section 6254(c).

Request No. 2: "Any documents relating to the oral examination for the Police Captain position in the City of Glendale that was conducted on December 1, 2015."

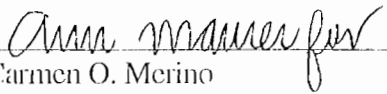
Response: This request is vague and overly broad. Under the Public Records Act, a local agency must assist the requester in formulating a focused and effective request that reasonably describes an identifiable document. Please contact me so that I may assist you to formulate a focused request. However, to the extent that your request seeks test questions, scoring keys, and other examination data used to administer the oral examination, such records are exempt from disclosure under Government Code section 6254(g). Therefore, your request is denied as to these specific records. Further, to the extent your request seeks documents relating to the candidates' applications for the Police Captain position, these records are also exempt from disclosure pursuant to Government Code section 6254(c). Other documents are being withheld under Government Code section 6254(c) and 6255 as they relate to personnel matters and the disclosure would constitute an unwarranted invasion of personal privacy. Your request is therefore also denied as to these records.

Request No. 3: "Finally, on December 9, 2015, during the civil service commission meeting, Director of Human Resources, Mr. Matt Doyle, stated that there was an improper communication between Chief Castor (*sic*) and some or all panel members which caused his decision to cancel the examination. Request is also made to produce any documents with regards to the improper communication."

Response: Responsive records are available for inspection at the City Clerk's Office. Please be advised that names of individual candidates referenced in these records have been redacted. These redactions are made pursuant to Government Code section 6254(e).

Sincerely,

MICHAEL J. GARCIA, CITY ATTORNEY

By: 
Carmen O. Merino
General Counsel -- Police

From: [Navarro, Anaid](#)
To: ["mmatsuda@torranceca.gov"](mailto:mmatsuda@torranceca.gov)
Cc: [Quan, Russ](#); ["mlehwald@torranceca.gov"](mailto:mlehwald@torranceca.gov)
Subject: Glendale Rater Request - Police Captain
Date: Tuesday, October 27, 2015 9:34:57 AM
Attachments: [Police Captain.pdf](#)

Good morning Chief Matsuda,

The City of Glendale will be conducting interviews for the position of Police Captain on Tuesday, December 1st and would like to invite you to serve as a rater. Our agency would be honored to have you on the panel. Please let me know if you are available to assist.

The bulletin is attached for your reference.

I look forward to hearing from you.

Thank you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@cityofglendaleca.gov



From: [Navarro, Anaid](#)
To: "Kraney@covinaca.gov"
Cc: [Quan, Russ](#); "dquick@covinaca.gov"
Subject: Glendale Rater Request - Police Captain
Date: Tuesday, October 27, 2015 9:33:23 AM
Attachments: [Police Captain.pdf](#)

Good morning Chief Raney,

The City of Glendale will be conducting interviews for the position of Police Captain on Tuesday, December 1st and would like to invite you to serve as a rater. Our agency would be honored to have you on the panel. Please let me know if you are available to assist.

The bulletin is attached for your reference.

I look forward to hearing from you.

Thank you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: Navarro, Anaid
To: "sgonzalez@ci.azusa.ca.us"
Cc: Quan, Russ; "ecceccia@ci.azusa.ca.us"
Subject: Glendale Rater Request - Police Captain
Date: Tuesday, October 27, 2015 9:31:06 AM
Attachments: [Police Captain.pdf](#)

Good morning Chief Gonzalez,

The City of Glendale will be conducting interviews for the position of Police Captain on Tuesday, December 1st and would like to invite you to serve as a rater. Our agency would be honored to have you on the panel. Please let me know if you are available to assist.

The bulletin is attached for your reference.

I look forward to hearing from you.

Thank you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaid](#)
To: "jmji1321@verizon.net"
Cc: [Quan, Russ](#)
Subject: Glendale Rater Request - Police Captain
Date: Tuesday, October 27, 2015 9:37:31 AM
Attachments: [Police Captain.pdf](#)

Good morning Chief Neu,

The City of Glendale will be conducting interviews for the position of Police Captain on Tuesday, December 1st and would like to invite you to serve as a rater. Our agency would be honored to have you on the panel. Please let me know if you are available to assist.

The bulletin is attached for your reference.

I look forward to hearing from you.

Thank you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaid](#)
To: "John Neu"
Cc: [Quan, Russ](#)
Subject: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:41:33 PM
Attachments: [Police Captain.pdf](#)
[Parking Permit.doc](#)
Importance: High

November 23, 2015

John Neu
Bureau of Investigations Chief
Los Angeles County
District Attorney's Office
211 West Temple Street, Suite 1200
Los Angeles, CA 90012

Dear Chief Neu:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

Parking is available in the Civic Center multi-level parking structure on Wilson Avenue, just off of Glendale Avenue. Attached you will find a parking permit to place on the dashboard of your vehicle.

If you have any questions, or are in need of further information, please contact Russ Quan at (818) 572-7103. Again, thank you for your assistance and we look forward to seeing you.

Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaïd](#)
To: "Kraney@covinaca.gov"
Cc: [Quan, Russ](#); "dquick@covinaca.gov"
Subject: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:40:40 PM
Attachments: [Police Captain.pdf](#)
[Parking Permit.doc](#)
Importance: High

November 23, 2015

Kim Raney
Police Chief
Covina Police Department
444 N Citrus Avenue
Covina, CA 91723

Dear Chief Raney:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

Parking is available in the Civic Center multi-level parking structure on Wilson Avenue, just off of Glendale Avenue. Attached you will find a parking permit to place on the dashboard of your vehicle.

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Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaid](#)
To: "sgonzalez@ci.azusa.ca.us"
Cc: [Quan, Russ](#); "ecceccia@ci.azusa.ca.us"
Subject: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:36:57 PM
Attachments: [Police Captain.pdf](#)
[Parking Permit.doc](#)
Importance: High

November 23, 2015

Sam Gonzalez
Police Chief
Azusa Police Department
725 N Alameda Avenue
Azusa, CA 91702

Dear Chief Gonzalez:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

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Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department

613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaid](#)
To: ["John Neu"](#)
Cc: [Quan, Russ](#)
Subject: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:34:46 PM
Attachments: [Police Captain.pdf](#)
[Parking Permit.doc](#)
Importance: High

November 23, 2015

Sam Gonzalez
Police Chief
Azusa Police Department
725 N Alameda Avenue
Azusa, CA 91702

Dear Chief Gonzalez:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

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Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department

613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaïd](#)
To: ["mmatsuda@torranceca.gov"](mailto:mmatsuda@torranceca.gov)
Cc: [Quan, Russ](#); ["mlehwald@torranceca.gov"](mailto:mlehwald@torranceca.gov)
Subject: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:45:13 PM
Attachments: [Police Captain.pdf](#)
[Parking Permit.doc](#)
Importance: High

November 23, 2015

Mark Matsuda
Police Chief
Torrance Police Department
3300 Civic Center Drive
Torrance, CA 90505

Dear Chief Matsuda:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

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Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Navarro, Anaid](#)
To: "[John Neu](#)"; "[Kraney@covinaca.gov](#)"; "[sgonzalez@ci.azusa.ca.us](#)"; "[mmatsuda@torranceca.gov](#)"
Cc: [Quan, Russ](#)
Subject: Rater Reminder - Police Captain
Date: Monday, November 30, 2015 7:56:05 AM
Importance: High

Dear Raters,

Thank you for agreeing to assist us in rating the candidates for the position of Police Captain. As a reminder, the oral board will be held tomorrow, December 1st from 7:30am – 6:00pm in the City of Glendale Human Resources Department, located at 613 E. Broadway #100, Glendale, CA 91206.

Thank you again and we look forward to seeing you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: [Kim Raney](#)
To: [Navarro, Anaid](#)
Cc: [Quan, Russ](#); [Debbie Quick](#)
Subject: Re: Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 6:55:10 PM

Thanks for the info Anaid.

Sent from my iPad

On Nov 23, 2015, at 2:41 PM, Navarro, Anaid <ANavarro@GlendaleCA.GOV> wrote:

November 23, 2015

Kim Raney
Police Chief
Covina Police Department
444 N Citrus Avenue
Covina, CA 91723

Dear Chief Raney:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.


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If you have any questions, or are in need of further information, please contact Russ Quan at (818) 572-7103. Again, thank you for your assistance and we look forward to seeing you.

Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department

613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov

<[image001.jpg](#)> <[image002.jpg](#)>  <[image004.jpg](#)>

From: [Sam Gonzalez](#)
To: [Navarro, Anaid](#)
Cc: [Ceccia, Ericka](#); [FEGHALL, MICHELLE](#); [Quan, Russ](#)
Subject: Re: [S-P-A-M] Rater Confirmation - Police Captain
Date: Monday, November 23, 2015 2:45:05 PM

Thank you Anaid - I will see you on Dec. 1st.

Sam Gonzalez
Chief of Police
Azusa Police Department
Office (626) 812-3250
"Professional Service to a Proud Community"

>>> On 11/23/2015 at 2:36 PM, in message
<55BBA4C.066455847AFF4362EE924DB901BC1FCE@exserv1.cogexch.local>, "Navarro, Anaid"
<ANavarro@GlendaleCA.GOV> wrote:

November 23, 2015

Sam Gonzalez
Police Chief
Azusa Police Department
725 N Alameda Avenue
Azusa, CA 91702

Dear Chief Gonzalez:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

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If you have any questions, or are in need of further information, please contact Russ Quan at (818) 572-7103. Again, thank you for your assistance and we look forward to seeing you.

Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



**CITY OF GLENDALE
INTERDEPARTMENTAL COMMUNICATION**

DATE: December 9, 2015

TO: Members of the Civil Service Commission
FROM: Matt Doyle, Director of Human Resources
SUBJECT: **Police Captain Examination**

BACKGROUND

On December 4, 2015, pursuant to Civil Service Rule IV, Section 7B, the Director of Human Resources cancelled the examination process for the position of Police Captain held on Tuesday, December 1, 2015. The notification of the cancellation was sent to all candidates as well as the Civil Service Commission.

Pursuant to Chair Devine's request, this item is being placed on the agenda for clarification on the decision to cancel the December 1, 2015 oral interview process, as well as further discussion on the examination and its selection procedures.

RECOMMENDATION

For discussion and appropriate action.

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:34 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mcdoyle@glendaleca.gov





City of Glendale
Human Resources
Civil Service Commission

613 E. Broadway, Room 100
Glendale, CA 91206-4308
Tel 818.548.2110
www.glendaleca.gov

December 4, 2015

[REDACTED]

Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED]

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

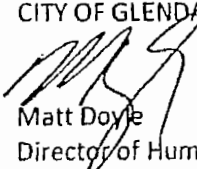
Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE


Matt Doyle
Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:34 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mdoyle@glendaleca.gov



December 4, 2015

[REDACTED]
Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED],

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE


Matt Doyle
Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:34 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mdoyle@glendaleca.gov



December 4, 2015

[REDACTED]
Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED]

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

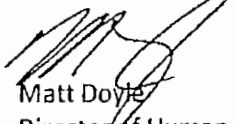
Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE



Matt Doyle
Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mdoyle@glendaleca.gov



December 4, 2015

[REDACTED]
Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED]

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.


Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE


Matt Doyle

Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mdoyle@glendaleca.gov



December 4, 2015

[REDACTED]
Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED],

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE


Matt Doyle
Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: [REDACTED]
Subject: Police Captain Exam
Attachments: [REDACTED].pdf

Please see attached letter.

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • midoyle@glendaleca.gov



December 4, 2015

[REDACTED]
Police Lieutenant

Re: Police Captain Examination

Dear [REDACTED],

Following the conclusion of the Police Captain examination held on Tuesday, December 1, 2015, I was made aware of information that potentially compromises the integrity of the oral interview process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. Both the City Manager and Police Chief concur with this decision.

I am sorry that after all of your preparation and hard work, this process will need to be redone. However, I believe this is the best way to insure that this examination process is fair, objective and unbiased.

Further information regarding the rescheduled exam will be forthcoming.

Sincerely,

CITY OF GLENDALE


Matt Doyle
Director of Human Resources

Doyle, Matthew

From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: Arthur Devine (devine.a.c@sbcglobal.net); Manoukian, Sam; Garo Ghazarian
[REDACTED]; Talin Yacoubian; 'albert@abkarianlaw.com'
Subject: Police Captain Examination

Chair Devine and Members of the Commission,

As you know, the City is in the process of conducting a promotional exam for the position of Police Captain for the Police Department. This past Tuesday, December 1, 2015, an oral interview process was conducted whereby the six finalist candidates for the position were interviewed by an outside panel of Police Chiefs from neighboring jurisdictions. Following the conclusion of the Tuesday's interviews, I was made aware of information that potentially compromises the integrity of the process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. The six candidates have been notified of this decision today.

If you have any questions, please feel free to contact me.

Please do not "reply all" to this email, as it may cause a Brown Act violation

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • midoyle@glendaleca.gov



Ochoa, Scott

From: Ochoa, Scott
Sent: Friday, December 04, 2015 3:14 PM
To: Friedman, Laura
Subject: FW: Police Captain Examination

Per our conversation at lunch...

so

Scott Ochoa, City Manager • City of Glendale • Management Services

613 E. Broadway, Suite 200 • Glendale, CA 91206 • (818) 548-4844 • sochoa@glendaleca.gov



From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: Arthur Devine (devine.a.c@sbcglobal.net); Manoukian, Sam; Garo Ghazarian ([REDACTED]); Talin Yacoubian; 'albert@abkarianlaw.com'
Subject: Police Captain Examination

Chair Devine and Members of the Commission,

As you know, the City is in the process of conducting a promotional exam for the position of Police Captain for the Police Department. This past Tuesday, December 1, 2015, an oral interview process was conducted whereby the six finalist candidates for the position were interviewed by an outside panel of Police Chiefs from neighboring jurisdictions. Following the conclusion of the Tuesday's interviews, I was made aware of information that potentially compromises the integrity of the process. The nature of this concern relates to inappropriate communication between the Police Chief and members of the oral interview panel.

Therefore, pursuant to Civil Service Rule IV, Section 7B, I am cancelling Tuesday's oral interview process. A second examination consisting of new interview questions with different interview panelists will be scheduled in the near future. The six candidates have been notified of this decision today.

If you have any questions, please feel free to contact me.

Please do not "reply all" to this email, as it may cause a Brown Act violation

Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mduoye@glendaleca.gov



Ochoa, Scott

From: Ochoa, Scott
Sent: Friday, December 04, 2015 3:13 PM
To: Gharpetian, Vartan
Subject: FW: Police Captain Examination

Per our conversation earlier...

so

Scott Ochoa, City Manager • City of Glendale • Management Services

613 E. Broadway, Suite 200 • Glendale, CA 91206 • (818) 548-4844 • sochoa@glendaleca.gov



From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: Arthur Devine (devine.a.c@sbcglobal.net); Manoukian, Sam; Garo Ghazarian (████████████████████); Talin Yacoubian; 'albert@abkarianlaw.com'
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Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mduoyle@glendaleca.gov



Ochoa, Scott

From: Ochoa, Scott
Sent: Friday, December 04, 2015 3:13 PM
To: Devine, Paula
Subject: FW: Police Captain Examination

Per our conversation at lunch...

so

Scott Ochoa, City Manager • City of Glendale • Management Services

613 E. Broadway, Suite 200 • Glendale, CA 91206 • (818) 548-4844 • sochoa@glendaleca.gov



From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: Arthur Devine (devine.a.c@sbcglobal.net); Manoukian, Sam; Garo Ghazarian [REDACTED]; Talin Yacoubian; 'albert@abkarianlaw.com'
Subject: Police Captain Examination

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Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mduoyle@glendaleca.gov



Ochoa, Scott

From: Ochoa, Scott
Sent: Friday, December 04, 2015 3:13 PM
To: Najarian, Ara
Subject: FW: Police Captain Examination

Per our conversation this morning

so

Scott Ochoa, City Manager • City of Glendale • Management Services

613 E. Broadway, Suite 200 • Glendale, CA 91206 • (818) 548-4844 • schoa@glendaleca.gov



From: Doyle, Matthew
Sent: Friday, December 04, 2015 2:35 PM
To: Arthur Devine (devine.a.c@sbcglobal.net); Manoukian, Sam; Garo Ghazarian [REDACTED]; Talin Yacoubian; 'albert@abkarianlaw.com'
Subject: Police Captain Examination

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Matt Doyle, Director of Human Resources • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 548-2110 • mduoyle@glendaleca.gov



From: Povilaitis, Carl
Sent: Friday, December 04, 2015 3:17 PM
To: DL Police
Cc: Ochoa, Scott; Maurer, Ann; Beers, Yasmin; Garcia, Michael
Subject: Captain's Test

Please see the message below from Chief Castro:

Dear Glendale PD Team,

The testing process for Police Captain was completed on Tuesday, December 1st. At the completion of our process, I was made aware that communication I had with the oral board raters was not appropriate under Glendale civil service procedures. After a discussion with the Human Resources Director, we agreed that the process should be voided and a new test should be conducted.

I apologize to the entire police department and especially the six candidates for the anxiety and delay a retest will cause. I am proud of the performance by each candidate in the testing process as they demonstrated the management qualities that make the Glendale Police Department an outstanding organization. I am sorry there will be a slight pause in the progress we have achieved over the past two years.

The Human Resources Department will be scheduling a retest in the near future with a different panel of raters. I have learned from this experience and know it will help me to better serve you as your Chief of Police.

Respectfully,

Rob

Carl Povilaitis, Deputy Chief • City of Glendale • Police Department

131 N. Isabel St • Glendale, CA 91206 • (818) 548-3134 • cpovilaitis@glendaleca.gov



Kim Raney

From: Castro, Robert <RCastro@GlendaleCA.GOV>
Sent: Monday, November 23, 2015 12:39 PM
To: Kim Raney
Subject: FW: Hotel stay for Panel

Kim,

Here is your confirmation number for your room.
Rob

From: William, Robert
Sent: Monday, November 23, 2015 10:02 AM
To: Castro, Robert
Subject: Hotel stay for Panel

Chief,

This is to confirm we have two rooms booked for November 30th, 2015 at the Embassy Suites in Glendale, located at 800 N. Central Avenue. Please let your guests know that check in time will be at 3pm.

Also, there will be complimentary "Manager's Reception" on the first floor which includes light snacks and beverages between 5:30-7:30pm.

The confirmation number is #87828001

Robert

Sergeant Robert William • Adjutant to the Chief of Police • City of Glendale
131 North Isabel Street • Glendale, CA 91206 • (818) 548-3140 • rwilliam@glendaleca.gov



Kim Raney

From: Castro, Robert <RCastro@GlendaleCA.GOV>
Sent: Tuesday, November 24, 2015 11:48 AM
To: MMATSUDA@TorranceCA.gov, Kim Raney; sgonzalez@ci.azusa.ca.us; [REDACTED]
Subject: RE: Conference Call

I had one applicant withdraw from the Captain's process so there will be six candidates. Lts. [REDACTED] and [REDACTED] are all still in the process. Also, I will have reserved secure parking for each of you inside the PD parking structure. A cadet will be at the gate to direct you in beginning at 7 am. I am told by HR they asked for you to report at 7:30 am. I will meet you at the PD and walk you over to city hall. The PD parking structure entrance is on Jackson Street between Wilson Street and Broadway Avenue to the rear of police station.

Thanks again, see you next week and have a great Thanksgiving.

Rob

From: Castro, Robert
Sent: Tuesday, November 17, 2015 5:07 PM
To: Matsuda, Mark (MMATSUDA@TorranceCA.gov); 'kraney@covinaca.gov' (kraney@covinaca.gov); 'sgonzalez@ci.azusa.ca.us' (sgonzalez@ci.azusa.ca.us); [REDACTED]
Subject: Conference Call
Importance: High

I would like to set up a conference call with everyone to discuss the captain's interviews you graciously agreed to be rater for on December 1st. Are you guys available after 11 am on Monday Nov. 23rd for a ten minute call? As you well know HR departments try to run the process and many times cause poor results when a chief cannot share his needs. I was able to go before the Civil Service Commission here and convince them to let me change the process so there is no community panel or internal panel. Your ratings will be the list. Thanks again.

The call info is:

Phone: 1-605-475-3235

Access Code: 1069531#

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street • Glendale, CA 91206 • (818) 937-8801 • rcastro@glendaleca.gov





CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Police Captain**

An Equal Opportunity Employer

SALARY: \$12,375.00 - \$15,331.00 Monthly

OPENING DATE: 10/19/15

CLOSING DATE: 10/30/15

FLSA STATUS: Exempt

EXAMINATION TYPE: Promotional Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

This administrative management classification has command of and responsibility for the personnel and equipment of a division within the Police Department.

Essential functions of the job include, but are not limited to, the following:

Directs, trains, inspects, counsels and supervises subordinate personnel.

Ensures enforcement of departmental rules, regulations and general orders.

Reviews and evaluates employees' job performance and recommends appropriate personnel action.

Coordinates the efforts of multiple work units to efficiently/cooperatively accomplish objectives.

Assists in disciplinary procedures in cases of censurable conduct.

Assists in the development of division/departmental plans, programs, policies and procedures to ensure public safety, good community relations, and efficient delivery of service to the public.

Coordinates activities in the preparation for prosecution of major crime cases.

May assist in the preparation and administration of the divisional or departmental budget.

May be assigned duties associated with division training, recruitment and hiring. May participate in internal investigations.

Consults and coordinates efforts with inter/intradepartmental work units and other components of the criminal justice system.

May apprehend suspects by driving safely at high speeds, pursuing suspects on foot, climbing over

obstacles, physically controlling suspects, utilizing self-defense and arrest control techniques, and utilizing firearms and other weapons under appropriate circumstances.

Serves as weekend duty officer as assigned. Conducts administrative inspections and investigations.

Participates and assists in the staff level activities of formulating policies and procedures of the division, establishes administrative controls, and coordinates inspections to ensure conformance.

Assists the Police Chief in the preparation and administration of the budget.

Measures and evaluates the effectiveness of the activities of assigned unit.

Coordinates the efforts of his/her assigned major unit toward the objectives and goals established by the Police Chief.

Oversees and administers contracts for which the Police Department is responsible.

In emergencies, makes notification to the Police Chief and assumes command.

May act for the Chief of Police in his/her absence.

Ensures Department services are provided with exceptional customer service and ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Current public safety and investigative procedures.

Police codes, terminology, laws, ordinances, regulations and court decisions affecting law enforcement and public safety.

Police Department policies, procedures, responsibilities, rules and regulations.

Principles of management and supervision.

Skill in:

Applying common sense and logic in decision making.

Ability to:

Accomplish complex tasks through others.

Adapt quickly and appropriately to changing situations and roles.

Assume control at crime scenes, disasters or other appropriate situations.

Effectively communicate in English, both orally and in writing.

Effectively manage contracts for services overseen by the Police Department.

Effectively manage interpersonal conflict situations.

Effectively supervise subordinates.

Engage in foot and vehicular pursuits, climb walls and structures, arrest and control suspects.

Establish and maintain effective working relationships.

Exercise influential leadership and positive role-modeling.

Foster a work environment free of bias, harassment, or disparate treatment.

Maintain performance and self-control in adverse, stressful conditions.

Plan and organize for the most efficient use of available resources.

Provide clear work instructions.

Read, write and comprehend directions in English.

review and evaluate employees' job performance.

Speak before groups of people and represent the Department with dignity and professionalism.

Use and comprehend automated information systems.

Use personal computers and related software.

Model and practice the highest standards of ethical conduct.

Provide exceptional customer service to those using the Police Department.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.

Become active in community and civic affairs that enhance the goals and objectives of the Department's public service commitment.

Initiate, recommend and carry out personnel actions.

Work the necessary hours and times in order to accomplish goals, objectives and required tasks.

Experience

Two years experience as a current Glendale Police Lieutenant.

Education/Training

Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field; Master's degree preferred.

Must possess, or be eligible and have applied for, the Management POST certificate.

License(s) / Certification(s)

Valid Class C California driver's license.

Residence

Within four months of employment, all employees of the Glendale Police Department are required to live within a radius of sixty contiguous land miles of the Glendale Civic Center.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment and is occupying a permanent full-time classification on file in the Human Resources Office. (Civil Service Rule VIII 4-E). Per Rule VIII, Section 4(G) of the Civil Service Rules, all conditions for eligibility must be satisfied no later than thirty (30) days after the final date of filing.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. **The oral examination has tentatively been scheduled for December 1, 2015.** The oral examination interview panel will consist of law enforcement executives from outside organizations. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

Police Captain Supplemental Questionnaire

- * 1. The position you are applying for is a promotional position and open for current City of Glendale employees only. Please enter your City of Glendale Employee ID Number.

- * 2. Do you possess a Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field?
 Yes No

- * 3. Do you possess, or are you eligible and have applied for, the Management POST certificate?
 Yes No

- * 4. Do you possess two years of experience as a current Glendale Police Lieutenant?
 Yes No

- * Required Question

Sam Gonzalez – [S-P-A-M] Captain Oral Interviews

From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: <kraney@covinaca.gov>, <John.nue@redondo.org>
Date: 9/16/2015 12:23 PM
Subject: [S-P-A-M] Captain Oral Interviews
CC: <sgonzalez@ci.azusa.ca.us>, <MMATSUDA@TorranceCA.gov>
Attachments: image001.jpg; image002.jpg; image003.jpg; image004.jpg

Kim & John,

I will be having my first promotional process for Captain at Glendale and need to build an oral panel of trusted chiefs. Can you please sit on my panel on December 1st for the day. I also have Sam Gonzalez and Mark Matsuda scheduled to help out. Thank you in advance for your help on this critical step for me at Glendale. I will set up a conference call to speak you and give you my input before you come in and HR gets in the way.

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street • Glendale, CA 91206 • (818) 937-8801 • rcastro@glendaleca.gov



Sam Gonzalez – [S-P-A-M] Glendale Rater Request – Police Captain

From: "Navarro, Anaid" <ANavarro@GlendaleCA.GOV>
To: <sgonzalez@ci.azusa.ca.us>
Date: 10/27/2015 9:31 AM
Subject: [S-P-A-M] Glendale Rater Request – Police Captain
CC: "Quan, Russ" <RQuan@GlendaleCA.GOV>, <ececcia@ci.azusa.ca.us>
Attachments: Police Captain.pdf

Good morning Chief Gonzalez,

The City of Glendale will be conducting interviews for the position of Police Captain on Tuesday, December 1st and would like to invite you to serve as a rater. Our agency would be honored to have you on the panel. Please let me know if you are available to assist.

The bulletin is attached for your reference.

I look forward to hearing from you.

Thank you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov



From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: <kraney@covinaca.gov>, Mark Matsuda <MMATSUDA@TorranceCA.gov>, "SamGonza..."
Date: 11/6/2015 3:59 PM
Subject: [S-P-A-M] Captain Promotional

Thank you guys for agreeing to be on my captain's promotional panel. I want to set up a conference call in the next week or two to discuss my needs. HR is pain in the ass here and I need the right people in the right order to fix things. Many past promotions were done for political and racial favor. I do not play that game so that is why I asked you to help me. There are seven candidates so it will be a long day. I make this offer. If you would like to stay at the Glendale Hilton the night before the orals as our guest I have rooms just let me know in the next two weeks. We will ask for 7:30 am start. Thank you for your help.

Rob

Sam Gonzalez – [S-P-A-M] Conference Call

From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: <MMATSUDA@TorranceCA.gov>, <kraney@covinaca.gov>, <sgonzalez@ci.azusa.ca...>
Date: 11/17/2015 5:07 PM
Subject: [S-P-A-M] Conference Call

I would like to set up a conference call with everyone to discuss the captain's interviews you graciously agreed to be rater for on December 1st. Are you guys available after 11 am on Monday Nov. 23rd for a ten minute call? As you well know HR departments try to run the process and many times cause poor results when a chief cannot share his needs. I was able to go before the Civil Service Commission here and convince them to let me change the process so there is no community panel or internal panel. Your ratings will be the list. Thanks again.

The call info is:

Phone: [1-605-475-3235](tel:1-605-475-3235)

Access Code: 1069531#

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street. • Glendale, CA 91206 • (818) 937-8801 • rcastro@glendaleca.gov



Sam Gonzalez - RE: Conference Call

From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: John Neu <jmjj1321@verizon.net>
Date: 11/18/2015 4:16 PM
Subject: RE: Conference Call
CC: <MMATSUDA@TorranceCA.gov>, <kraney@covinaca.gov>, <sgonzalez@ci.azusa.ca...>

Thanks guys, let's set up the conference call for 12:10 pm on Monday. If any problems just email and we can set a new time.

Rob

From: John Neu [jmjj1321@verizon.net]
Sent: Tuesday, November 17, 2015 7:41 PM
To: Castro, Robert
Cc: <MMATSUDA@TorranceCA.gov>; <kraney@covinaca.gov>; <sgonzalez@ci.azusa.ca.us>
Subject: Re: Conference Call

I'm good after 12:00 also.

John Neu

On Nov 17, 2015, at 5:07 PM, "Castro, Robert" <RCastro@GlendaleCA.GOV> wrote:

I would like to set up a conference call with everyone to discuss the captain's interviews you graciously agreed to be rater for on December 1st. Are you guys available after 11 am on Monday Nov. 23rd for a ten minute call?

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Access Code: 1069531#

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street. • Glendale, CA 91206 • (818) 937-8801 • rcastro@glendaleca.gov
<image001.jpg> <image002.jpg> <image003.jpg> <image004.jpg>

From: John Neu <jmjj1321@verizon.net>
To: Sam Gonzalez <sgonzalez@ci.azusa.ca.us>
Date: 11/18/2015 6:34 PM
Subject: Re: Conference Call

Thanks Sam. I know you are busy so no worries. Looking forward to seeing you

John Neu

> On Nov 17, 2015, at 8:06 PM, "Sam Gonzalez" <sgonzalez@ci.azusa.ca.us> wrote:

>

> Hi John,

>

> Congratulations on the new job...Jackie made a great selection! My
> apologies for missing your badge pinning ceremony yesterday, but I was
> sitting on a captains oral board for Dave in El Monte.

>

> Looks like I will be talking with you on Nov. 23rd and seeing you on
> Dec. 1st.

>

> Take care,

>

> Sam G.

>

>

>>>> John Neu <jmjj1321@verizon.net> 11/17/15 19:41 PM >>>>I'm good after
> 12:00 also.

>

> John Neu

>

>>> On Nov 17, 2015, at 5:07 PM, "Castro, Robert" <RCastro@GlendaleCA.GOV>
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>> Rob Castro, Chief of Police • City of Glendale Police Department
>> 131 North Isabel Street. • Glendale, CA 91206 • (818) 937-8801 •
> rcastro@glendaleca.gov

>> <image001.jpg> <image002.jpg> <image003.jpg> <image004.jpg>

>

Sam Gonzalez – [S-P-A-M] FW: Hotel stay for Panel

From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: <sgonzalez@ci.azusa.ca.us>
Date: 11/23/2015 12:39 PM
Subject: [S-P-A-M] FW: Hotel stay for Panel
CC: "William, Robert" <RWilliam@GlendaleCA.GOV>

Sam,

Here is your confirmation number for your room.
Rob

From: William, Robert
Sent: Monday, November 23, 2015 10:19 AM
To: Castro, Robert
Subject: FW: Hotel stay for Panel

They apparently booked the two rooms separately with two different confirmation numbers.

The second confirmation number is 82599553.

Robert

From: William, Robert
Sent: Monday, November 23, 2015 10:02 AM
To: Castro, Robert
Subject: Hotel stay for Panel

Chief,

This is to confirm we have two rooms booked for November 30th, 2015 at the Embassy Suites in Glendale, located at 800 N. Central Avenue. Please let your guests know that check in time will be at 3pm.

Also, there will be complimentary "Manager's Reception" on the first floor which includes light snacks and beverages between 5:30-7:30pm.

The confirmation number is #87828001

Robert

Sergeant Robert William • Adjutant to the Chief of Police • City of Glendale
131 North Isabel Street • Glendale, CA 91206 • (818) 548-3140 • rwilliam@glendaleca.gov



Sam Gonzalez – [S-P-A-M] Rater Confirmation – Police Captain

From: "Navarro, Anaid" <ANavarro@GlendaleCA.GOV>
To: <sgonzalez@ci.azusa.ca.us>
Date: 11/23/2015 2:37 PM
Subject: [S-P-A-M] Rater Confirmation – Police Captain
CC: "Quan, Russ" <RQuan@GlendaleCA.GOV>, <ececcia@ci.azusa.ca.us>
Attachments: Police Captain.pdf; Parking Permit.doc

November 23, 2015

Sam Gonzalez
Police Chief
Azusa Police Department
725 N Alameda Avenue
Azusa, CA 91702

Dear Chief Gonzalez:

Thank you for agreeing to assist us in evaluating candidates for the position of **Police Captain**. A copy of the job posting is attached for your review.

The oral board examination will be held in the City of Glendale Human Resources Department, located at 613 E. Broadway, Room 100, on **Tuesday, December 1, 2015**. Please plan to arrive no later than **7:30am**. We anticipate finishing the examination by **6:00pm**. We will provide breakfast snacks and lunch for this process. Also, please dress in business attire.

Parking is available in the Civic Center multi-level parking structure on Wilson Avenue, just off of Glendale Avenue. Attached you will find a parking permit to place on the dashboard of your vehicle.

If you have any questions, or are in need of further information, please contact Russ Quan at (818) 572-7103. Again, thank you for your assistance and we look forward to seeing you.

Sincerely,

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov





CITY OF GLENDALE
Human Resources Department
613 E. Broadway, Room 100
Glendale, CA 91206
<http://www.glendaleca.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Police Captain**

An Equal Opportunity Employer

SALARY: \$12,375.00 - \$15,331.00 Monthly

OPENING DATE: 10/19/15

CLOSING DATE: 10/30/15

FLSA STATUS: Exempt

EXAMINATION TYPE: Promotional Examination

PROBATIONARY PERIOD: One year

PERS/PARS CONTRIBUTION: The applicable retirement contribution (PERS/PARS) is deducted from the listed salary/wage for employee's retirement benefits.

THE POSITION

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Ensures enforcement of departmental rules, regulations and general orders.

Reviews and evaluates employees' job performance and recommends appropriate personnel action.

Coordinates the efforts of multiple work units to efficiently/cooperatively accomplish objectives.

Assists in disciplinary procedures in cases of censurable conduct.

Assists in the development of division/departmental plans, programs, policies and procedures to ensure public safety, good community relations, and efficient delivery of service to the public.

Coordinates activities in the preparation for prosecution of major crime cases.

May assist in the preparation and administration of the divisional or departmental budget.

May be assigned duties associated with division training, recruitment and hiring. May participate in internal investigations.

Consults and coordinates efforts with inter/intradepartmental work units and other components of the criminal justice system.

May apprehend suspects by driving safely at high speeds, pursuing suspects on foot, climbing over

obstacles, physically controlling suspects, utilizing self-defense and arrest control techniques, and utilizing firearms and other weapons under appropriate circumstances.

Serves as weekend duty officer as assigned. Conducts administrative inspections and investigations.

Participates and assists in the staff level activities of formulating policies and procedures of the division, establishes administrative controls, and coordinates inspections to ensure conformance.

Assists the Police Chief in the preparation and administration of the budget.

Measures and evaluates the effectiveness of the activities of assigned unit.

Coordinates the efforts of his/her assigned major unit toward the objectives and goals established by the Police Chief.

Oversees and administers contracts for which the Police Department is responsible.

In emergencies, makes notification to the Police Chief and assumes command.

May act for the Chief of Police in his/her absence.

Ensures Department services are provided with exceptional customer service and ethical standards.

Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.

Performs other related duties as assigned or as the situation requires.

MINIMUM REQUIREMENTS

Knowledge, Skills & Abilities

Knowledge of:

Current public safety and investigative procedures.

Police codes, terminology, laws, ordinances, regulations and court decisions affecting law enforcement and public safety.

Police Department policies, procedures, responsibilities, rules and regulations.

Principles of management and supervision.

Skill in:

Applying common sense and logic in decision making.

Ability to:

Accomplish complex tasks through others.

Adapt quickly and appropriately to changing situations and roles.

Assume control at crime scenes, disasters or other appropriate situations.

Effectively communicate in English, both orally and in writing.

Effectively manage contracts for services overseen by the Police Department.

Effectively manage interpersonal conflict situations.

Effectively supervise subordinates.

Engage in foot and vehicular pursuits, climb walls and structures, arrest and control suspects.

Establish and maintain effective working relationships.

Exercise influential leadership and positive role-modeling.

Foster a work environment free of bias, harassment, or disparate treatment.

Maintain performance and self-control in adverse, stressful conditions.

Plan and organize for the most efficient use of available resources.

Provide clear work instructions.

Read, write and comprehend directions in English.

Review and evaluate employees' job performance.
Speak before groups of people and represent the Department with dignity and professionalism.
Use and comprehend automated information systems.
Use personal computers and related software.
Model and practice the highest standards of ethical conduct.
Provide exceptional customer service to those using the Police Department.

Other Characteristics

Willingness to:

Assume responsibility for maintaining a safe working environment.
Become active in community and civic affairs that enhance the goals and objectives of the Department's public service commitment.
Initiate, recommend and carry out personnel actions.
Work the necessary hours and times in order to accomplish goals, objectives and required tasks.

Experience

Two years experience as a current Glendale Police Lieutenant.

Education/Training

Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field; Master's degree preferred.
Must possess, or be eligible and have applied for, the Management POST certificate.

License(s) / Certification(s)

Valid Class C California driver's license.

Residence

Within four months of employment, all employees of the Glendale Police Department are required to live within a radius of sixty contiguous land miles of the Glendale Civic Center.

Promotional Eligibility

Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment and is occupying a permanent full-time classification on file in the Human Resources Office. (Civil Service Rule VIII 4-E). Per Rule VIII, Section 4(G) of the Civil Service Rules, all conditions for eligibility must be satisfied no later than thirty (30) days after the final date of filing.

Note

An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.

SELECTION PROCESS

The examination will consist of an evaluation and an oral, with the evaluation as a qualifying step and the oral 100%. **The oral examination has tentatively been scheduled for December 1, 2015.** The oral examination interview panel will consist of law enforcement executives from outside organizations. All applications, resumes and submitted reference materials will be reviewed and evaluated and only the best-qualified candidates based on applicable experience will be invited to the oral examination. Any evaluation will be based on the candidate's education and experience as related to the position. Any examination will be to evaluate the candidate's education, experience, knowledge and skills for the position. The City of Glendale reserves the right to modify the above stated examination components and/or weights. Should this be necessary, the candidates will be notified of the specific examination components and weights prior to the administration of any examination. **TIME AND PLACE OF THE EXAMINATION WILL BE ANNOUNCED.** The City of Glendale conforms with State and Federal obligations to make reasonable accommodation for applicants and employees with disabilities. The Human Resources Department asks that it be advised of special needs at least five days prior to the first test part so that a reasonable accommodation may be made. The provisions of this bulletin do not constitute an express or implied contract. In compliance with the Immigration Reform and Control Act of 1986, the City of Glendale requires that all new employees provide documentation to establish both work authorization and identity.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.glendaleca.gov/>

Job #657-01
POLICE CAPTAIN

Police Captain Supplemental Questionnaire

- * 1. The position you are applying for is a promotional position and open for current City of Glendale employees only. Please enter your City of Glendale Employee ID Number.

- * 2. Do you possess a Bachelor's degree with major course work in Police Science, Public or Business Administration, or related field?
 Yes No

- * 3. Do you possess, or are you eligible and have applied for, the Management POST certificate?
 Yes No

- * 4. Do you possess two years of experience as a current Glendale Police Lieutenant?
 Yes No

- * Required Question



**CITY OF GLENDALE
CIVIC CENTER
TEMPORARY PARKING PERMIT**

NAME: Sam Gonzalez

START DATE: 12/1/2015

EXPIRATION DATE: 12/1/2015

TIME IN: 7:00 am

TIME OUT: 6:00 pm

This permit is valid for date
and time indicated only

DEPARTMENT: Human Resources

BY: *Anaid Navarro*

Place the permit on the dashboard of your vehicle

Sam Gonzalez - [S-P-A-M] RE: Conference Call

From: "Castro, Robert" <RCastro@GlendaleCA.GOV>
To: <MMATSUDA@TorranceCA.gov>, <kraney@covinaca.gov>, <sgonzalez@ci.azusa.ca...>
Date: 11/24/2015 11:59 AM
Subject: [S-P-A-M] RE: Conference Call

I had one applicant withdraw from the Captain's process so there will be six candidates. Lts: [REDACTED] are all still in the process. Also, I will have reserved secure parking for each of you inside the PD parking structure. A cadet will be at the gate to direct you in beginning at 7 am. I am told by HR they asked for you to report at 7:30 am. I will meet you at the PD and walk you over to city hall. The PD parking structure entrance is on Jackson Street between Wilson Street and Broadway Avenue to the rear of police station.

Thanks again, see you next week and have a great Thanksgiving.

Rob

From: Castro, Robert
Sent: Tuesday, November 17, 2015 5:07 PM
To: Matsuda, Mark (MMATSUDA@TorranceCA.gov); 'kraney@covinaca.gov' (kraney@covinaca.gov); 'sgonzalez@ci.azusa.ca.us' (sgonzalez@ci.azusa.ca.us); 'jmjj1321@verizon.net'
Subject: Conference Call
Importance: High

I would like to set up a conference call with everyone to discuss the captain's interviews you graciously agreed to be rater for on December 1st. Are you guys available after 11 am on Monday Nov. 23rd for a ten minute call? As you well know HR departments try to run the process and many times cause poor results when a chief cannot share his needs. I was able to go before the Civil Service Commission here and convince them to let me change the process so there is no community panel or internal panel. Your ratings will be the list. Thanks again.

The call info is:

Phone: [1-605-475-3235](tel:1-605-475-3235)

Access Code: 1069531#

Rob Castro, Chief of Police • City of Glendale Police Department
131 North Isabel Street. • Glendale, CA 91206 • [\(818\) 937-8801](tel:8189378801) • rcastro@glendaleca.gov



Sam Gonzalez - [S-P-A-M] Rater Reminder - Police Captain

From: "Navarro, Anaid" <ANavarro@GlendaleCA.GOV>
To: John Neu <jmjj1321@verizon.net>, <Kraney@covinaca.gov>, <sgonzalez@ci.az...>
Date: 11/30/2015 7:56 AM
Subject: [S-P-A-M] Rater Reminder - Police Captain
CC: "Quan, Russ" <RQuan@GlendaleCA.GOV>

Dear Raters,

Thank you for agreeing to assist us in rating the candidates for the position of Police Captain. As a reminder, the oral board will be held tomorrow, December 1st from 7:30am - 6:00pm in the City of Glendale Human Resources Department, located at 613 E. Broadway #100, Glendale, CA 91206.

Thank you again and we look forward to seeing you.

Anaid Navarro, Human Resources Technician • City of Glendale • Human Resources Department
613 E. Broadway, Room 100 • Glendale, CA 91206 • (818) 550-4493 • anavarro@glendaleca.gov

