



CITY OF SHAFTER
invites applications for the position of:

Police Sergeant

SALARY: \$34.99 - \$42.53 Hourly
\$2,799.00 - \$3,402.00 Biweekly
\$72,774.00 - \$88,452.00 Annually

OPENING DATE: 02/23/22

CLOSING DATE: 03/09/22 11:59 PM

OBJECTIVE:

This recruitment is open to establish an eligibility list.

Under general supervision, is responsible for law enforcement and crime prevention duties, serves as the watch commander on an assigned shift or directs a group of officers, dispatch and records division, and property room as assigned. Participates in a wide variety of peace officer duties involving the protection of life and property, and staff training; enforcement of laws and ordinances; crime prevention and investigation; directs and performs specified staff assignments; and performs other related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Plan, organize, assign, direct and review the work and other activities of police officers, dispatchers, records clerk, and other assigned staff.
- Provide leadership by example, guidance and direction to officers; interpret points of procedure, policy and regulation for conduct of assigned staff member's duties.
- Supervise and coordinate crime scene activities, guide and direct officers, ensure crowd control and protection of evidence.
- Coordinates simple, complex duties and special investigations; supervise and instruct subordinate officers in routine, complex and emergency situations.
- Supervise and coordinate, guide and direct dispatchers, records clerk and police services technician.
- Confer and coordinate with other supervisory personnel.
- Conduct briefings and provide instruction and on-the-job training to assigned staff.
- Respond to and resolve citizen complaints within established guidelines and authority.
- Review submitted reports and records and directs law enforcement as needed.
- Ensure proper appearance and condition of uniforms, equipment and facility, and issue equipment to staff.
- Prepare reports and statistical data and maintain a variety of records.
- Evaluate employee performance, counsel employees regarding work performance and procedures, and document disciplinary issues; conduct internal affair investigations.
- Perform a wide variety of peace officer duties involving the protection of life and property, crime prevention and suppression, enforcement of laws and ordinances, criminal investigation, case preparation and testimony, and providing information and assistance to the public; and, performs other related duties as assigned.

MINIMUM REQUIREMENTS:

- In addition to all the requirements of a police officer, must have a minimum of five years of full-time police officer experience in a municipal or county law enforcement agency.
- Must have a minimum of one-year experience as senior police officer with successful completion of the probationary period.
- Possession of a POST Intermediate, Advanced or Supervisory Certificate is desired.
- Relevant college course work or college degree is preferred and relevant experience in patrol operations and philosophies is desired.
- Must have knowledge of principles, practices, techniques, and equipment used in law enforcement; basic supervisory principles and practices; laws, codes, regulations, and court ruling governing suspect rights, search and seizure, and rules of evidence; safety practices and precautions pertaining to the work; and, use and care of firearms.
- Valid California Class C Driver license and good driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess analytical skills to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Possess strategic problem solving skills to develop feasible solutions to problems, recommend actions, designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Possess good communication skills to effectively convey ideas, both written and oral.
- Ability to effectively read and understand information contained in memos, reports, and bulletins.
- Possess creative decision making skills to evaluate or make independent decisions, based on experience or knowledge, without supervision.
- Ability to comprehend and to follow instructions, including verbal and written instructions from supervisor.
- Strong time management skills in order to meet deadlines.
- Possess planning and organizing skills to develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Mathematical ability to calculate basic arithmetic problems without the aid of a calculator.

Application Process:

Incomplete applications will be rejected. Application packets must contain the following:

1. City of Shafter Employment Application
2. Resume
3. POST Intermediate, Advanced or Supervisory Certificate if applicable

Selection Process:

Each phase of the examination is weighted at 100%. Applicants must receive a passing score on each to proceed to the next phase.

Written Examination: Is tentatively scheduled for **March 23, 2022 at 1:00 p.m.** A two (2) hour timed written examination will be conducted. The examination consists of problem solving, decision making, planning, supervision, field operations, legal principles, and written communication.

Recommended study guides are: Lannone, N. Supervision of Police Personnel, 8th Edition. Prentice Hall, 2013. Includes chapters 1, 2, 3, 4, 5, 6, 8, 10, 11, 12, and 13 Swanson, C. Criminal Investigation, 11th Edition. McGraw-Hill, 2012. Includes chapters 2, 3, 4, 5, 6, 13, 14, 20, and 22 Hale, C., Police Patrol Operations and Management, 3rd Edition. Prentice Hall, 2004. Includes chapters 2, 4, 5, 6, 7, 8, 10, and 13

Oral Examination: Is tentatively scheduled for **April 21, 2022** (time to be determined) in which the panel will assess experience, knowledge, skills and abilities. Only candidates with a passing written examination score will be invited to the interview examination. A passing score has not

been determined.

Final Selection: The final selection will be made after an interview with the Chief of Police. The Chief's Oral Examination date is to be determined.

The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or hr@shafter.com.

All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.shafter.com/76/Job-Opportunities>

Position #00019
POLICE SERGEANT
LB

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