



City of Milpitas

We invite applications for the position of:
Police Sergeant
(Internal Promotional Candidates Only)

Annual Salary Range: \$125,778 - \$152,886

Post Date: March 5, 2018

Close Date: 5:00 p.m., Friday, April 27, 2018

Why Milpitas?

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a dynamic community that is an integral part of the high tech Silicon Valley. With a much diversified resident population of 72,606, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers. The role of every employee is to be committed to accomplishing the community's vision by providing fiscally sound, superior services.

You will be joining a community of 330 professional employees as diverse as the city they support. We are privileged to have such a unique workforce and to foster an environment that encourages those differences. We believe in supporting our employees' abilities and desires for professional growth, to better support retention and commitment throughout all career stages. Milpitas employees are proud and know that their contributions make a difference to the community as well as to their own career. We encourage you to check us out:

<http://www.ci.milpitas.ca.gov/>

The Opportunity

The Police Sergeant supervises police field or office operations and supervises and performs investigations, patrol, traffic, crime prevention and administrative duties.

What You Will Do

Duties may include, but are not limited to the following:

- Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.
- Departmental rules and regulations.



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- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Recent court decisions and how they affect department operations.
- Principles and practices of supervision and training.
- Supervise, train, and evaluate assigned staff.
- Gather, assemble, analyze, evaluate, and use facts and evidence.
- Analyze situations and adopt effective courses of action.
- Interpret and apply laws and regulations.
- Use and care for firearms.
- Communicate clearly and concisely, orally and in writing.
- Demonstrate keen powers of observation and memory.
- Successfully complete P.O.S.T. and departmental training requirements.
- Establish and maintain cooperative working relationships with public officials, departmental employees, and the general public.

Experience and Education

Experience: Four (4) years of experience as a Police Officer with the City of Milpitas or three (3) years of service with the City of Milpitas plus two (2) years of service with another agency comparable to a Police Officer in the City of Milpitas.

Education: Completion of 90 semester units of college level studies with major course work in police science or a related field within three (3) years of appointment.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas. The Sergeant must maintain the training and certification requirements of P.O.S.T. and the department and be able to perform the basic duties and responsibilities of a City of Milpitas Police Officer.



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Selection Process

Applicants must be current City of Milpitas employees. Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

Police Sergeant Suggested Reading List

The following materials will serve as information sources for the Police Sergeant promotional oral/written interview. They are not intended to be all inclusive or a guarantee of success.

1. Pocket Guide to the Public Safety Officers Procedural Bill of Rights Act. California Public Employee Relations, 17th Edition (2018).
2. Supervision of Police Personnel, 8th Edition, by Nathan Iannone, Marvin Iannone, & Jeffrey Bernstein
3. California Peace Officers Legal Sourcebook
4. Santa Clara County Protocol Manual
5. Milpitas Police Department/Lexipol Manual
6. MPOA Memorandum of Understanding

To Apply

Only online applications via CalOpps will be accepted. Visit www.ci.milpitas.ca.gov/jobs to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Classification and Compensation) or from Human Resources at 408-586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.



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Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. This position is represented by the IAFF bargaining group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.