

City of Suisun City is an equal opportunity employer



## POLICE SERGEANT

**\$6,928 - \$9,284 per month DOQ**

*With excellent benefits, such as City-paid health up to Kaiser family rate*

**Deadline to apply: Tuesday, November 17, 2020, 11:00 p.m.**

**Written Exam: Thursday, December 10, 2020**

### APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. Resumes will not be accepted in lieu of the City's official application, but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of the most qualified candidates will be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process. There will be a written exam on Thursday, July 30, 2020. Upon passing the exam with a score of 70% or better, those most highly qualified candidates will then be invited to participate in an oral interview. You can find a breakdown of the written exam, as well as suggested study material to prepare for this exam in the Police Sergeant recruitment information at <https://www.calopps.org/job-search>.

### THE POSITION

Under direction of a Police Commander, supervises, assigns, reviews and participates in the work of law enforcement staff involved in the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; assumes responsibility for assigned collateral services, special programs, project or department-wide functions or activities; coordinates activities of other divisions, units, watches, City departments, outside agencies, organizations and the public; and performs a variety of administrative and technical tasks relative to assigned area of responsibility.

### ESSENTIAL JOB FUNCTIONS

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assumes supervisory responsibility for activities, operations, and services of an assigned program area including patrol shifts, training, reserves, task forces, administration, and community relations; may assume responsibility for assigned collateral functions and supervise and participate in special programs and special assignments.
- Plans, prioritizes, assigns, supervises, and reviews the work of sworn law enforcement staff providing a wide range of patrol, investigative, and other law enforcement activities; supervises non-sworn staff in dispatch, records, parking enforcement, property and evidence room, and other functions as assigned.
- Receives, prioritizes, and coordinates response to complaints, emergency situations, and investigations; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations, and administrative issues.
- Reviews and monitors work of assigned staff; monitors work activities to ensure safe work practices, quality, and accuracy; ensures compliance with applicable policies and procedures; works directly with sworn and non-sworn personnel in the interpretation of City and department policies; reviews police reports; spot checks staff work in the field and interviews citizens to see how calls were handled.

- Trains and evaluates assigned personnel; provides training, guidance, and counseling to assigned personnel; completes employee performance evaluations and reviews as required; promotes career development of subordinates.
- Responds to major crimes, accident scenes, and emergencies; assumes initial command; establishes field command.
- Provides a full range of administrative support to management staff; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; prepares departmental policies and procedures; assists in the development of new and revised City ordinances pertaining to the law enforcement services and activities; prepares and presents staff reports and other necessary correspondence.
- May supervise and personally conduct complete and detailed investigations of a general and specialized nature; coordinates investigations including those involving several officers, units and divisions; oversees and participates in undercover and surveillance operations; reviews all investigation reports and make recommendations and suggestions to officers.
- Coordinates activities with other shifts, units, City departments, outside agencies, organizations, and the public.

### **Qualifications**

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities for this Job Class is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Equivalent to an Associate's degree from an accredited college or university with major course work in Criminal Justice, Police Science, Business or Public Administration, or a related field.

**Experience:** Three years of law enforcement experience comparable to a Police Officer in the City of Suisun City.

### **License or Certificate**

- Possession of, and ability to maintain, an appropriate valid California driver license as a condition of employment. Possess a P.O.S.T. Basic Certificate, and qualify for a P.O.S.T. Supervisory certificate within two years after appointment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions outlined in the class specifications for Police Sergeant are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### **BENEFITS:**

**The benefit package includes:** California Public Employees Retirement System (CalPERS) retirement of 3% @ 50 for Classic Employees (City pays 5% of employee contribution), or 2.7% @ 57 for new employee subject to the California Public Employees' Pension Reform Act of 2013. Individual selection of medical, vision and dental insurance options up to a set dollar amount; and \$200,000 City-paid employee life insurance. City-paid medical coverage up to current CalPERS Kaiser Family rate, applicable to medical plan selection. Employees demonstrating coverage by another insurance plan may be eligible for an in-lieu cash payment up to \$700 per month. The City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. City-paid Employee Assistance Program. Education Reimbursement: up to \$750/year for job-related courses; \$1,800/year for courses in pursuit of degree. Safety Education Loan Forgiveness (SELF) Program: up to \$10,000 for program leading to bachelor's or advanced degree. \$1,300 annual uniform allowance. City does not participate in Social Security. In accordance with federal law, City withholds for Medicare.

Incentive pay available for Intermediate and Advanced P.O.S.T. Certificates, and Bachelor's degree or greater.

**Leave Benefits include:** 80 hours paid vacation per year for first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years; 96 hours of sick leave per year; and 4 hours Holiday Leave credit per pay period (equivalent to 13 paid annual holidays).

This position is represented by the Suisun City Police Officers' Association; applicable dues must be paid.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the Human Resources office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.