



CITY OF MENIFEE
invites applications for the position of:

Police Sergeant

SALARY: \$46.94 - \$60.23 Hourly
\$3,754.96 - \$4,818.48 Biweekly
\$8,135.75 - \$10,440.04 Monthly
\$97,628.96 - \$125,280.48 Annually

DEPARTMENT: Police

OPENING DATE: 08/01/19

CLOSING DATE: 09/02/19 11:59 PM

DEFINITION:

We're the Menifee Police Department and we're building something **new**.
We know great people like you can help us build it **better**.
Our mission is a solid foundation of community policing at its **best**.

If you want to be part of a brand new department that's focused on community policing in a young, vibrant, family-oriented city, **we invite you to apply**. If you'd like to be part of building an extraordinary new agency from the ground up, **we invite you to apply**. If you're hardworking, accountable, love what you do, and are yearning for new opportunities in your law enforcement career, **we invite you to apply**.

ANTICIPATED START DATE: APRIL 2020

DEFINITION

Under direction, coordinates and supervises the activities and operations of a team of police employees, program, or function of the Police Department, to include patrol, traffic control, investigations, community improvement, and administrative or support services; coordinates activities with other divisions, units, City departments, outside agencies, and organizations; performs the more difficult and responsible law enforcement and crime prevention supervision and planning; performs other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Lieutenant. Provides general supervision to detectives and sworn and professional staff.

CLASS CHARACTERISTICS

This is the first line supervisory class in the sworn police class series. Incumbents function as supervisors over an assigned shift and provide leadership for ongoing law enforcement, crime prevention and investigative and administrative activities. This classification is distinguished from the next higher classification of Police Lieutenant in that the latter is a mid-level manager responsible for the performance of multiple teams and complex department management duties.

EXAMPLES OF ESSENTIAL FUNCTIONS:

(Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Directs and coordinates the activities of the assigned watch or unit; prepares work schedules; confers with subordinate staff regarding special assignments, providing instruction or direction

as necessary; may participate in law enforcement activities as required; ensures activities are conducted in accordance with laws, ordinances, regulations, and policies.

- Conducts special projects involving department or work unit issues as assigned; performs research and compiles statistics; prepares related reports; identifies, pro-actively prevents and gathers information relating to issues of City liability; gathers information and prepares report regarding civil actions.
- Provides liaison to the public, responding to inquiries and resolving complaints regarding subordinate officers or work unit service levels; detects and resolves problems that may not be construed as law enforcement problems but rather are quality of life issues; coordinates law enforcement activities with other agencies; and as designated representative, participates in committee or community activities to contribute to discussions regarding police services.
- Reviews reports prepared by subordinates for accuracy, sufficiency, legality, clarity, and completeness; prepares special and/or summary reports; evaluates case/project progress; makes recommendations on case disposition.
- Advises subordinate personnel on job-related and personal matters; evaluates performance and provides assistance in improving skills and abilities, resolving personal conflicts or problematic situations arising out of assignments; creates positive work environment; maintains discipline and initiates corrective action; ensures compliance with safety practices and policies.
- Develops and participates in the conduct of officer training to ensure staff currency in law enforcement knowledge and skills; as assigned, prepares or directs the preparation of training manuals and instructional materials.
- Keeps superiors informed on events affecting area of responsibility, particularly personnel problems, complaints, and other occurrences having an impact on the department or City.
- Attends department staff meetings and training sessions; participates in employee development activities as assigned; keeps abreast of developments which affect law enforcement or information which would assist subordinates in the performance of their duties.
- Issues equipment; ensures vehicles and equipment used by subordinates are maintained in keeping with established procedures and standards.
- Prepares and administers operational budget(s) including purchasing for assigned unit(s) of responsibility.
- Acts as Lieutenant, as directed.

QUALIFICATIONS:

KNOWLEDGE OF

- Principles and practices of modern law enforcement including patrol, investigations, and special operations functions.
- Laws, regulations, and policies regarding search, seizure, arrest, evidence, and court procedures, as well as legal rights of citizens and prisoners.
- Vehicle and Penal Codes.
- Peace Officer Bill of Rights and its application.
- Public relations techniques.
- Interagency communication and assistance techniques and practices.
- Report writing skills.
- Working knowledge of municipal organization and administration.
- Physical layout of the City and adjoining areas.
- Methods and techniques of supervision.
- Verbal/Physical control tactics.
- Use and care of firearms and other police equipment.
- Customer service principles and techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- English usage, grammar, spelling, and punctuation.

ABILITY TO

- Communicate clearly and concisely, both orally and in writing.
- Learn, understand and interpret laws.
- Research and prepare reports on a variety of subjects.
- Establish and maintain effective relationships with the community at large.
- Supervise an assigned unit of the Police Department.
- Schedule, train, supervise and evaluate employees.
- Gather, assemble, analyze, evaluate and use facts and evidence.

- Make decisions regarding operational and personnel functions.
- Operate programs within allocated amounts.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Demonstrate proficiency in the use and care of firearms.
- Deal constructively with conflict and develop effective resolutions.
- Administer first aid.
- Think and act quickly in emergencies, and judge situations and people accurately.
- Observe and memorize faces, events and situations.
- Make clear and concise radio transmissions.
- Work independently and as part of a team.
- Operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications.
- Communicate clearly and concisely; as well as follow, both oral and written instructions.
- Meet standards of physical stature, endurance, and agility established by the City.
- Demonstrate an awareness and appreciation of the diversity of the community.
- Establish and Maintain effective working relationships with other employees, staff, vendors and the public.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an Associate's degree from an accredited college or university (or 60 semester/90 quarter college units leading to a Bachelor's degree) with major coursework in Police Science, Criminal Justice Administration, Public Administration, or a related field, and at least five (5) years of services as a full-time, sworn peace officer with a public agency.

LICENSES AND CERTIFICATIONS

- Possession of a valid California POST Basic Certificate or valid California POST Basic Course Waiver at time of application.
- Possession of a valid California POST Intermediate Certificate or out-of-state equivalency. A California POST Intermediate Certificate must be obtained within 18 months of appointment if using an out-of-state equivalency to meet minimum qualifications.
- Possession of a California POST Advanced Certificate is desirable.
- Possession of, or ability to obtain, a valid California Class C Driver's License and a satisfactory driving record.

ADDITIONAL REQUIREMENTS

- Must currently be employed as a sworn Peace Officer, in good standing.
- Must be at least 21 years of age.
- Must successfully complete a comprehensive POST background investigation, physical examination and psychological evaluation.
- Must possess U.S. Citizenship at time of appointment.

ADDITIONAL INFORMATION:

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires the individual to climb or scale walls, ladders, or steps, and carry police safety gear. Sensory demands include talking, hearing, and using the sense of smell. Finger dexterity is required in order to feel or operate objects, tools, or controls; and reach with hands and arms above and below shoulder level. This position must also be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense. The need to lift, drag, push, pull, and carry up to 100 pounds or more is required.

Mental demands of the position require employees to use written and oral communication skills; read

and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; remain calm and use effective judgement in dangerous situations; and interact with citizens, business representatives, city staff, other organizations, police safety personnel, school representatives, and the public.

ENVIRONMENTAL ELEMENTS

The demands a Police Sergeant encounters in the course of performing their duties and responsibilities are varied and range from an office environment setting to exposure of extreme weather conditions, loud noises such as, but no limited to, sirens, alarms, and diesel engines; as well as, traffic, violent persons, and assault hazards. This position requires the use of safety helmets, armored vests, earplugs, utility belts, and other specialized equipment, as well as certification in protective and lifesaving equipment. Employees in this classification are subject to the threat of injury and life threatening hazards as part of police safety operations.

APPLICATION PROCEDURE AND SELECTION PROCESS

A City application, supplemental questionnaire, and required attachments **must** be submitted and received by the closing date/time. Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. Successful applicants will be placed on an eligibility list.

The City of Menifee is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofmenifee.us>

Position #2019-29

POLICE SERGEANT

BM

29844 Haun Road
Menifee, CA 92586
(951) 723-3779

dalvarado@cityofmenifee.us

Police Sergeant Supplemental Questionnaire

- * 1. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any misstatements or falsification of information may eliminate you from consideration. The following Supplemental Questions are specific to the position for which you have applied to assist the hiring manager in screening applications for specific experience being sought.
- Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process.
 - Do not answer "see resume" or "see application" as these are not valid answers.
 - Please note that if you are invited to be interviewed by the department, your responses to the following questions may be subject to verification.
 - Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application.
 - The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.
- I understand and will answer the following supplemental questions completely and thoroughly.
- * 2. Please indicate the highest level of education that you have completed. A copy of your degree (or unofficial transcripts) **MUST** be attached to your application.
- High School Diploma or Equivalent
 - Some college (less than 59 semester/89 quarter units)
 - Associate's Degree or Equivalent (at least 60 semester/90 quarter units)
 - Bachelor's Degree

- Master's Degree
 - Juris Doctorate Degree
 - Doctorate Degree
 - I do not have a high school diploma or equivalent.
3. If you selected Associate's Degree or Higher in the previous question, please enter what field your major is in.
- * 4. How many years of increasingly responsible law enforcement experience do you have?
- Less than one year.
 - More than one, but less than two years.
 - More than two, but less than three years.
 - More than three, but less than four years.
 - More than four, but less than five years.
 - More than five, but less than six years.
 - More than six, but less than seven years.
 - More than seven years.
- * 5. Please select which California POST Professional Peace Officer Certificates you possess. A copy of your highest certificate **MUST** be attached to your application.
- Basic
 - Basic Course Waiver
 - Intermediate
 - Intermediate Out-of-State Equivalent
 - Advanced
 - Advanced Out-of-State Equivalent
 - Supervisory
 - Supervisory Out-of-State Equivalent
 - Management
 - Management Out-of-State Equivalent
 - I do not have any of the abovementioned certificates.
6. If you selected an "Out-of-State Equivalent" in the previous question, please list which state your certificate is from.
- * 7. Are you currently employed as a sworn Peace Officer in good standing?
- Yes
 - No
- * 8. Will you be at least 21 years of age by April 1, 2020?
- Yes
 - No
- * 9. Applicants must be a U.S. citizen or Permanent Resident Alien who is eligible to apply for U.S. citizenship. (Note: Per GC§1031(a) and 1031.5, to be a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible to apply for citizenship).
- Do you meet this requirement?
- Yes
 - No
- * Required Question