



INVITES APPLICATIONS FOR:

## **POLICE SERGEANT**

### **(Promotional/Lateral)**

#### **OPENING EXPECTED IN APRIL 2019**

CURRENT BASE SALARY: \$6,435 - \$7,822

4.5% Cost-of-Living adjustment effective July 1, 2019

4.5% Cost-of-Living adjustment effective June 29, 2020

(Appointment may be made at other than bottom step  
depending on qualifications and experience)

APPLICATION DEADLINE: February 22, 2019

#### **THE COMMUNITY**

The City of Clayton is an upscale bedroom community nestled at the northern foot of Mt. Diablo. It shares a common border with the City of Concord. On its remaining perimeter, Clayton is surrounded by open space and parks which are managed by the East Bay Regional Park or Mt. Diablo State Park systems. Clayton's population is approximately 11,400; it has grown over 50% during the past 20 years. Build-out is expected to be a population of 13,000 to 14,000.

The Clayton City Hall/Police Station is uniquely located in a renovated winery, originally built in 1885. The offices are modern, comfortable and attractive, merging Clayton's past with its active present. The City operates under the Council-Manager form of government and has a lengthy history of stability in its governmental conduct.

#### **THE DEPARTMENT**

The Clayton Police Department has a present authorized strength of 11 full-time sworn members, 2 civilians. The Department is a generalist law enforcement agency with duties that include all aspects of police work. Sworn positions currently work on a 3-12 plan and may be assigned to specialized assignments such as school liaison, field training officer, traffic accident investigator, crime scene investigator, bicycle patrol, dual-purpose motorcycle patrol. The Department's employees take pride in their work and in the community they serve, and strive to perform their duties in a business-like but sensitive and positive manner. It is dedicated to a community oriented policing philosophy.

## **THE POSITION**

Under general direction, assigns, schedules, deploys and directs a shift of officers and/or support staff and participates in a wide variety of peace officer duties involving the protection of life and property; enforcement of laws and ordinances; case investigation/preparation and testimony; monitors completed work and compiles statistics on work performed; performs related work as assigned. This is a working Sergeant position, and additional patrol related duties are required.

## **DISTINGUISHING CHARACTERISTICS**

The police sergeant is the first and only supervisory level, responsible for directing the work of police officers and civilian support staff. Incumbents supervise a shift and participate and perform in both routine and difficult peace officer activities. The position reports directly to the Chief of Police.

## **EXAMPLES OF DUTIES (Not all-inclusive)**

- Plans, organizes, assigns, directs and reviews the work of police officers and other assigned staff and activities on a shift; conducts shift briefings.
- Responds to and resolves citizen calls and complaints regarding possible criminal activities and police services within established guidelines and authority.
- Supervises police response to a variety of law enforcement situations, provides guidance and direction to officers, and interprets points of procedure, policy and regulations for conduct of peace officer duties.
- Supervises and coordinates crime scene activities, guides and directs officers and ensures crowd control and the protection of evidence at the scene.
- Conducts internal investigations; participates in special projects, as assigned.
- Patrols to observe, supervise and instruct subordinate officers; assists or provides direction to police officers with unusual, complex or emergency situations.
- Confers on and coordinates police activities and personnel issues with other supervisory personnel.
- Provides instruction and on-the-job training to assigned staff; recommends additional or specialized training.
- Reviews submitted reports and records and directs correction as needed; ensures proper appearance and condition of uniforms, equipment and Department facilities.
- Personally performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, suspect pursuit and apprehension, case preparation and testimony, and providing information and assistance to the public.
- Testifies as subpoenaed in court; serves warrants and subpoenas.
- Prepares reports and statistical data and maintains a variety of records.
- Appraises employee performance, prepares written annual evaluations, counsels employees regarding work performance and procedures, and documents disciplinary issues.

## **WORKING CONDITIONS**

The position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions including wet, hot and cold. The position entails working in hazardous situations and may involve abusive persons, potential physical violence and the potential risk or exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

## **MINIMUM QUALIFICATIONS**

- **Education and Experience:** A minimum of five years of experience as a peace officer. This amount of time gives the applicant an array of the knowledge, skills and abilities necessary to function as a police sergeant. A High School Diploma (or equivalent) is required; some college level course work is highly desirable.
  
- **License/Certification:** Possession of a valid Class C California Driver License and an Intermediate POST certificate. The completion of the POST Basic Supervisory Course is mandated within the first year of the position.

## **KNOWLEDGE/SKILLS/ABILITIES**

- **Knowledge of:** Principles, practices, techniques and equipment used in law enforcement; patrol, crime scene and follow-up investigation; pursuit and apprehension of suspects; laws, codes, regulations and court rulings governing suspect and prisoner rights, search and seizure, and rules of evidence; basic supervisory principles and practices, safety practices and precautions pertaining to the work, including the safe use and proper care of firearms; training and motivation; administration and evaluation; juvenile procedures.
  
- **Skill in:** Planning, assigning, directing and reviewing the work of others; training others in work procedures; assessing emergency circumstances and developing, implementing and directing appropriate response strategies; remaining calm and taking appropriate action in difficult situations; dealing effectively with people of all socio-economic levels in hostile and emergency situations; reading, interpreting and applying complex laws, procedures and policies; making rapid sound independent judgments within legal and procedural guidelines; maintaining accurate records and preparing clear and concise reports and written materials; establishing and maintaining effective working relationships with those contacted in the course of the work.
  
- **Ability to:** Analyze and respond to stressful situations in a timely and accurate manner; communicate effectively with subordinates, supervisors and public officials, City staff, other public agencies and members of the community; continuously meet the minimum Department standards for firearms use; physically control suspects who are actively resisting arrest; work extended and irregular hours; perform related duties as required.

## **EMPLOYMENT BENEFITS**

The City of Clayton offers an attractive employment benefit package which includes:

- Retirement: CalPERS (formula dependent on member status in CalPERS):  
3% @ 55 for Tier 1 Classic Members (employee pays 9.5% contribution in FY 18-19, 10.25% contribution in FY 19-20, and 11.25% contribution in FY 20-21 and thereafter);  
  
Tier 2 is 2% @ 50 (employee pays all of member contribution);  
  
2.7% @ 57 for PEPRA New Members (employee currently pays 11.5% contribution, subject to annual adjustment).
- Deferred Compensation: The City offers deferred compensation plans, with voluntary employee contributions only.
- Health Plans: "Cafeteria plan" with a monthly health contribution cap paid by City. The employee may apply City portion toward premiums for medical and/or dental and term life insurance under specified conditions and categories.
  - Medical: Choice of Kaiser, Blue Shield and/or Anthem (thru CalPERS)
  - Dental: Available through Delta Dental.
- Life Insurance and Disability: A term life insurance policy of \$50,000 is paid by the City. The City also pays for Short Term and Long Term Disability Insurance.
- Paid Vacation Leave: Typical accrual starts at 2 weeks up to 5 weeks annually based on longevity and increasing with years of service.
- Paid Sick Leave: 8 hours accrued per month.
- Holidays: City observes 10 holidays plus 24 hours of paid personal holiday time per year.
- \$900 annual uniform allowance paid in semi-annual installments of \$450.
- Shift differential pay.
- Employee Wellness Program available.
- Optional participation in a pre-tax Flexible Spending Account (FSA) and Dependent Care Expense Reimbursement Account.

## **QUALIFICATIONS**

- Be at least 21 years of age at time of employment.
- Provide proof of U.S. citizenship or authorization to work in the United States.
- Possess a valid California driver's license.
- Establish principal residency within 50 miles of Police Station within reasonable time following date of employment (exceptions may apply).
- Possess a high school diploma or G.E.D. equivalent (Preference will be given to candidates possessing 60 units of college-level course work or more.).
- Current certification of completion from POST-approved academy.
- Intermediate POST certificate.
- Able to pass a POST background, medical and psychological exam.

- Able to communicate clearly both orally and in writing. (Possess a demonstrable comprehension of the correct usage of spelling, grammar and punctuation.)
- Be self-motivated and able to work independently.
- Able to deal effectively with both fellow employees and members of the public.
- Ability to work various shifts, hours and holidays.
- Typing and computer skills preferred. The Department utilizes a computer-based records and report system generated on PC and laptop computers.

### **SELECTION PROCESS**

A City application is required and may be obtained from the Clayton Human Resources Department, 6000 Heritage Trail 3<sup>rd</sup> Floor, Clayton, CA 94517 from 9:00 a.m. to 5:00 p.m., Monday through Friday, or by calling (925) 673-7304. One may also obtain an application by visiting the City's website at [www.ci.clayton.ca.us](http://www.ci.clayton.ca.us). **Applications will be accepted until Friday, February 22, 2019 at 5:00 p.m.** Initial screening of applicants will be based on quality of experience, education and training.

The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Qualified applicants are considered without regard to race, color, religion, creed, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, age (over 40), disability, medical condition, genetic information, marital status, military or veteran status, or any other legally protected status. Candidates selected will be invited to participate in panel and individual interviews. The successful finalist must pass a Livescan/DOJ fingerprint check, a pre-employment physical examination, and a comprehensive background investigation. Upon appointment, each new employee must serve a probationary period during which the employee must demonstrate sufficient capacity and ability to perform the work assigned to this position.

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