

LAKEPORT POLICE DEPARTMENT
JOB ANNOUNCEMENT



POLICE SERGEANT

Monthly Pay Rate: \$5,085.00- \$6,489.00

Filing Deadline Second Review: Monday, April 1, 2019

APPLICATION MATERIALS

Applications are being accepted for anticipated vacancies in the Lakeport Police Department.

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x 103 or by visiting the Employment page of the City's website www.cityoflakeport.com. Please submit a completed City of Lakeport Application and copies of all required certificates no later than **5:00 p.m. Monday, April 1, 2019** in order to be considered for the first review. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview.

Physical agility and written testing may be required. Finalists then must successfully pass a thorough background investigation, medical, polygraph, and psychological examinations. Fingerprints are required. Appointment to the position is contingent upon successfully passing all examinations. Applicants who successfully complete the examination process will be placed on an eligibility list.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x 103 so your request may be reviewed prior to testing.

HOURS OF WORK

The Sergeant is a non-exempt position. The incumbent is typically assigned a "4-10" schedule in rotating shifts.

JOB DEFINITION

Under general direction, directs the activities of an assigned watch or unit; provides liaison to other watches or units; performs related work as assigned.

EXAMPLES OF DUTIES

Please see full job description for complete duties.

This is the first line supervisory class in the sworn police class series. Incumbents report directly to the Police Lieutenant or the Chief of Police, function as supervisors in the field during an assigned shift and administer certain staff programs that are subject to change depending on needs of the department.

Supervises and personally participates in patrol and law enforcement activities during an assigned shift; inspects, gives instruction to, and coordinates the activities of Police Officers on shift; maintains discipline and insures that Department rules and policies are followed.

Serves warrants and subpoenas; reviews Police Officers' reports and citations and takes follow-up action; coordinates patrol activities with and relays pertinent information to other police divisions and bureaus.

Maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public; acts as Public Information Officer with the media; trains subordinate officers in identification processes; assists in the training of Departmental personnel; prepares reports of shift activities; prepares administrative reports. Performs related work as assigned.

LICENSES AND SPECIAL REQUIREMENTS

- Possession of a Class C California driver's license and a satisfactory driving record.
- Possession of a POST Basic Certificate; possession or ability to obtain a POST Intermediate Certificate within one year of appointment
- POST Supervisory Certificate preferred within two years of appointment.
- Possession of an advanced first aid certificate, including Cardiopulmonary Resuscitation (CPR) issued by the American Red Cross, within one year of appointment.
- Meet requirements or standards mandated by the California Government Code for a Peace Officer.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

DESIRABLE QUALIFICATIONS

Knowledge of principles, methods and techniques of law enforcement work, including patrol, crime prevention, investigation and identifications; laws of arrest, laws of search and seizure, rules of evidence, court procedures; laws applicable to apprehension and treatment of juveniles; care and operation of firearms and other law enforcement equipment; principles of supervision and training; and collection and analysis of evidence.

Ability to instruct and supervise officers engaged in law enforcement work; analyze situations accurately and adopt effective course of action; interpret, explain, and apply laws and regulations; prepare clear, concise and comprehensive written and oral reports; meet standards of physical structure, endurance and agility; observe, remember and record events accurately.

PHYSICAL PROFILE

Positions in this category are involved in active public safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to insure the ability to carry out this responsibility.

EMPLOYEE BENEFITS

·**Public Employees Retirement System:** The City provides the PERS retirement program at the following formulas: 3%@55 for Classic members and 2.7%@57 for new members, after January 1, 2013.

·**Holidays:** Thirteen specific holidays paid twice a year.

·**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

·**Sick Leave:** Sick leave accrual of 12 days per year.

·**Medical, Dental Life Insurance:** The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the premium.

·**Uniform Allowance:** The City pays \$817.50 per year.

·**P.O.S.T Certificate Pay:** An officer may earn 2.5% certificate pay for Intermediate certificate and 2.5% for Advanced certificate. *(Total for Intermediate and Advanced Certificate 5%)*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Second Review: 4/1/2019