

# Dos Palos Police Department

## Invites Applications For

### Police Sergeant

(Promotional/Lateral)

Opening on 11/12/2024 and closing on 12/13/2024

Current Base Salary: \$84,802 – 111,594

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

#### **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.

#### **EXAMPLE OF DUTIES**

- 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 the 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 emergencies.
- 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**

- Know criminal law, modern police procedures, community-oriented policing, and criminal investigation techniques.
- Have a least five years of service as a police officer.
- Meet established standards for physical endurance, agility, and vision.
- Having the equivalent to completion of the 12th grade (I.e. GED or Diploma) associate or bachelor's degree in a related field, such as criminal justice, public administration, or business administration is preferred.
- Have a P.O.S.T. Intermediate Certificate, Advance Certificate preferred.
- Have a valid California driver's license.
- Pass a P.O.S.T. compliant background.
- Pass a psychological screening conducted by a licensed psychologist or psychiatrist.
- Ability to pass a medical examination with no reported restrictions.

## **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 emergencies; 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 Dos Palos offers an attractive employment benefits package that includes:

- Retirement – CalPERS (formula dependent on member status in CalPERS)  
3% @ 50 for tier one classic members and 2.7% @ 57 for other members.
- Medical Plans are paid in full by the city for the member, which includes medical, vision, and dental.
- Paid Vacation Leave - Typical accrual starts at 2 weeks annually based on longevity and increases with years of service.
- Paid Sick Leave: 8 hours accrued per month.
- Holidays: The city observes 17 holidays plus 36 hours of paid personal holiday time per year.
- \$700 annual uniform allowance, with a \$300 boot allowance.
- Shift differential pay.
- Bi-lingual pay
- Educational incentives

## **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.

PLEASE APPLY AT

<https://dospaloscity.wixsite.com/dospalos>