



## **Police Sergeant**

**\$7,381 - \$8,972 monthly**

**\*\* Promotional – Internal Candidates Only \*\***

### **The Opportunity**

The City of San Gabriel Police Department is seeking highly knowledgeable, motivated, and goal-driven candidates with a proven ability to manage diverse emergencies, perform under stressful situations and demonstrate good decision making skills. Under general supervision, the Police Sergeant performs moderately difficult and responsible law enforcement and crime prevention supervision; coordinates and supervises the activities and operations of a patrol watch or program unit; coordinates activities with other divisions, units, watches, City departments outside agencies, and organizations, and performs other related duties as assigned.

### **Minimum Qualifications:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a high school diploma or GED equivalent, completed college units, and a minimum of three recent years of increasingly responsible experience as a full-time sworn police officer.

#### ***Licenses and Certifications:***

- *A valid Class C California Driver’s License and ability to maintain a satisfactory driving record are required.*
- *A possession of or ability to obtain within one year of appointment an Intermediate Certificate from P.O.S.T is desirable.*

### **Benefits:**

Benefits include a City paid contribution toward medical, dental, and vision insurance premium, bilingual pay, paid life insurance; and Employee Assistance Program; sick leave, vacation, holiday time; and education tuition reimbursement. The City offers medical insurance for vested retiree and family per Government Code 22825.5. Promoted employees will remain in their current retirement tier.

### **Examination:**

Applicants will be screened, and those applicants possessing the required qualifications will be invited to continue in the examination process. The Sergeant examination will include the following equally weighted components: 1) a written test, 2) an oral exam, 3) a supervision simulation exercise, 4) a critical incident exercise, and 5) a problem analysis exercise. Candidates must attain an overall score of at least 70 in the testing process.

The Police Sergeant promotional exam process will be administered by Donnoe & Associates, Inc. with the following schedule:

### **Candidates' Orientation**

4:00 p.m. – Wednesday, May 16, 2018 at City Hall in the Council Chambers. This orientation presentation will be videotaped and available for those employees not able to attend the orientation or those employees who wish to review prior to the examination dates.

### **Written Examination\* & Assessment**

2:00 p.m. – Wednesday, June 6, 2018 at EOC – Written

8:00 a.m. – Thursday, June 7, 2018 at City Hall, Second Floor – Assessment

\*Immediately following completion of the written examination, candidates who wish to review study materials may do so. At that time, any protest of written test item(s) will be identified on a “protest form” for consideration prior to the examination being scored.

### **Study Materials**

1. California Peace Officers Legal Sourcebook
2. Public Safety Officers Procedural Bill of Rights Act
3. San Gabriel Police Department Lexipol Policies and Procedures
4. San Gabriel Police Department Crime Prevention Brochures. This is a series of 34 brochures available online at <http://www.sangabrielcity.com/703/Crime-Prevention-Brochures>.

## **Application Procedure:**

**Candidates must submit a completed City of San Gabriel application, résumé, and cover letter online at [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com).** Please note that the cover letter should be addressed to the Police Chief and should be tailored specifically for this opportunity and address your specific experience in the desired areas. **All application materials must be submitted online by 5:00 p.m. on Thursday, May 24, 2018.** *Faxed, emailed, or hard copies of application materials are not accepted.* Any inquiries should be made directly to the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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San Gabriel, CA 91776**

### **HUMAN RESOURCES DEPARTMENT**

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Job ID#101