

THE CITY OF CLAYON
INVITES APPLICATIONS FOR
POLICE SERGEANT (Promotional/Lateral)
CURRENT TOP BASE SALARY: \$6,886 (currently in negotiations)

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

APPLICATION DEADLINE: FRIDAY, MAY 30, 2008 5:00 PM

THE COMMUNITY

The City of Clayton is an upscale bedroom community nestled at the north foot of Mt. Diablo. It shares a common border with the City of Concord. On the remaining perimeter, Clayton is surrounded by open space and parks which are managed by the East Bay Regional Park system or Mt. Diablo State Park system. Clayton's population is approximately 11,000 and it has grown over 50% during the past ten years. Build out is expected to be at a population of 13,000 to 14,000. The Clayton City Hall/Police Department is uniquely located in a renovated winery, originally built in 1885. The offices are new, comfortable and attractive, merging Clayton's past with its active present.

THE DEPARTMENT

The Clayton Police Department has a present authorized strength of 11 full-time sworn members, 2 civilians, and an active Police Reserve and Explorer Post program. The Department is a generalist law enforcement agency with duties that include all aspects of police work. Sworn positions currently work on a 4-10/3-12 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, etc. The Department's employees take pride in their job and 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 direction, assigns, schedules, deploys and directs a group 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.

DISTINGUISHING CHARACTERISTICS

The police sergeant is the first 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.

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.

BENEFITS

- Participation in PERS retirement plan (3% at 55); employee share paid by City.
- PERS medical, Delta Dental, short and long term disability and life insurance plans paid by City.
- \$600 annual uniform allowance.
- One day per month sick leave (accumulative).
- Education incentive plan (POST Intermediate - \$100; POST Advanced - \$180 monthly).
- 11 paid holidays per year, 24 hours personal leave, 10 days vacation (progressive to 5 days).
- Shift differential pay.
- Deferred compensation plan available to all employees.
- Opportunity to work in special assignments such as bicycle and motorcycle patrol, criminal investigations, Administration, and Field Training Officer,

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.
- 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 a POST-approved academy.
- Vision correctable to 20/20 in each eye with no serious color vision deficiency.
- 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 Police Department, 6000 Heritage Trail, Clayton, California, 94517 from 9:00 a.m. to 5:00 p.m., Monday through Friday, or by calling (925) 673-7350. **Applications will be accepted until Friday, May 30, 2008, at 5:00 PM.** Initial screening of applicants will be based on quality of experience, education and training.

The most qualified applicants will be invited to an oral panel interview (80%) and a Chief's oral board (20%), The Chief of Police shall make his selection from the final list of qualified candidates. Successful candidates will be placed on an eligibility list that will be effective for one year, or per the needs of the Department. Upon an available opening, candidates who are selected by the Chief of Police for the position will be required to take and pass a detailed background investigation, a polygraph examination, a psychological examination and a medical examination prior to appointment. **Any further questions regarding the process may be directed to Sgt. Crain at (925) 673-7364.**

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.

EQUAL OPPORTUNITY EMPLOYER

Qualified applicants will be considered without regard to race, color, ancestry, religion, national origin, sex, age, disability, medical condition (as defined by State law), marital status or political affiliation. If special accommodations are needed at any stage of the exam process, please notify this department in advance and every attempt will be made to consider your request.



City of Clayton
6000 Heritage Trail
Clayton, Ca 94517
925.673-7300
www.ci.clayton.ca.us

EMPLOYMENT APPLICATION

The City of Clayton is an Equal Opportunity Employer and hires on the basis of qualifications (training and experience), and ability to perform effectively in the specified position. We do not and will not discriminate on the basis of race, color, religion, gender, etc., nor for disabilities that can reasonably be accommodated.

Position applying for: _____

Name: _____
Last First Middle

Mailing Address: _____
City State Zip

Home Phone: _____ Message Phone: _____

Date of Birth: _____

Drivers License Number: _____ State Issued: _____ Expiration: _____

Are you a citizen of the United States? ____Yes ____No

If not do you have a work permit from the U.S. Immigration and Naturalization Service? ____Yes ____No

Permit No. _____ (Proof required)

Are you over 18 years of age? ____Yes ____No

If no, can you submit a work permit from school?
____Yes ____No

Police Officer and Trainee candidates only: Are you at least 21 years of age: ____Yes ____No

If no, date you will become 21: _____

Are you a graduate of a POST Basic Academy? ____Yes ____No

Are you currently attending a POST Basic Academy? ____Yes ____No

List any other names under which you may have worked or education records may be filed: _____

Have you ever been convicted of a crime that resulted in imprisonment, probation, or a fine of \$50 or more? [DO NOT include convictions settled in juvenile court or under a Youth Offender Law or convictions that are over two (2) years old for violations of Health and Safety Code Sections 11357, 11360, 11364, 11365 or 11550, as these statutes related to marijuana prior to January 1, 1976, or violations of a statutory predecessor to any of these statutes. A conviction record will not necessarily bar you from employment. Each case will be given individual consideration based on job relatedness].

Your answer may be checked and an untrue answer is grounds for disqualification: ____Yes ____No

If yes, give date, place, and disposition of each case: _____

EDUCATION AND TRAINING

Circle Highest Grade Completed: 8 9 10 11 12 G.E.D. College 1 2 3 4 Graduate Work? Yes No

Colleges or Universities attended	Location	From	To	Units Completed	Degree/Certificates	Major

Office Skills and Office Machines you can operate: _____

Heavy Equipment and Field Tools you can operate: _____

Special Certificates:

<u>Title</u>	<u>Date Issued</u>	<u>Date Expires</u>	<u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____

Please list three references with phone numbers:

1. _____

2. _____

3. _____

Signature: _____ Date: _____

EMPLOYMENT RECORD

Begin with present or most recent position. List work record for past five years, include any other pertinent experience. This section must be completed. A resume may be attached, but does not substitute for completing this section.

<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____
<u>From: Month/Year</u> To: Month/Year	Title of Position: Last Salary/Pay Scale:
Name and address of employer: Name of supervisor: _____ No. supervised: _____ Phone No: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Duties included: Reason for Leaving: _____

The information in this application is correct to the best of my knowledge. I understand and agree that any intentional misstatement or omission of material fact may be cause for disqualification or termination of employment. I understand that the City of Clayton will perform a background investigation based on the information given in my application, including but not limited to criminal and driving record searches, employment and education verification, and relevant citizenship or immigration status; and that such investigations may result in disqualification from employment with the City. Except as otherwise noted, previous employers are authorized to give any and all information concerning my previous employment. I understand that if offered a position with the City of Clayton I may be required to submit to medical and/or psychological examinations, and that any offer of employment is conditioned on the results of such examinations.