



City of Sanger California

EMPLOYMENT OPPORTUNITY

THE CITY OF SANGER IS CURRENTLY RECEIVING APPLICATIONS FOR THE POSITION OF:

POLICE LIEUTENANT

APPLY ONLINE: WWW.CALOPPS.ORG/CITY-OF-SANGER

CURRENT SALARY RANGE: \$6,533 - \$7,941/month

APPLICATIONS MAY BE FILED AT: PERSONNEL DEPARTMENT
SANGER CITY HALL
1700 7TH STREET
SANGER, CALIFORNIA 93657

FILING DEADLINE: Friday, August 20, 2021 by 5:00pm

EXAMINATION: Written Exam, Oral Board interview,
Performance Exam and/or any combination
thereof

DEFINITION

Under administrative direction, commands the activities of one or more Police Department Divisions; ensuring a collaborative effort towards common departmental goals and objectives. The person in this position may be tasked with a wide array of administrative tasks and responsibilities and performs other related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Plans, manages and directs the day-to-day operations of one or more divisions of the department (operations and support services); directly supervises patrol, detectives, communications and records as assigned; determines service levels and staffing requirements; manages vehicles, property, training, background investigations, and the development of an effective employer-employee relations strategy.
- Plans, schedules, directs, supervises, analyzes and reviews the work of subordinates; through supervisory personnel, assigns work and recommends personnel for employment, retention, promotion, and demotion; confers with sergeants regarding personnel

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REPRESENTATIVE DUTIES (continued)

assignments and providing instruction and direction as needed; directs the preparation of the more complex criminal/civil cases for prosecution or resolution in court.

- Prepares, manages and coordinates the development of the police department and or assigned divisional budget; prepares forecast of necessary funds for staffing, materials and supplies; presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff and implements adjustments as necessary.
- Conducts research into a variety of law enforcement and administrative issues; conducts reviews and makes recommendations on departmental policy and procedures, city rules, resolutions and ordinances; prepares administrative reports; responds to correspondence and informational requests; ensures implementation of practices, which comply with adopted policies, laws, and regulations; studies statistical crime data and other reports; analyzes levels of criminal activity; determines trends and makes recommendations for changes in organization and operating procedures as well as commitment of resources.
- Responds to some of the most difficult inquiries and requests for information; assists in the hearing and adjustment of citizen complaints; conducts and oversees sensitive and complex internal and external investigations; represents the city and the police department and works closely with citizen groups and public and private officials to provide technical assistance directly or through subordinate staff.
- May be called upon to command the police department in the absence of the chief of police.
- May make presentations to City Council, other governmental agencies, and a variety of civic organizations as directed by the chief of police; plans and facilitates the conduct of special community events requiring law enforcement participation; establishes and maintains a customer service orientation within assigned areas; works with community groups and representatives in the development and administration of programs designed to address societal problems associated with crime and its prevention.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, city management staff and the public.
- Provides responsible staff assistance to the Chief of Police; conducts a variety of organizational studies, research and investigations; recommends modifications to police programs, policies and procedures as appropriate.
- Provides long-range planning to ensure the department's future service capacity and project needs for personnel, equipment, training, and facilities.

DESIRABLE QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern law enforcement principles, practices and techniques of police administration, organization and operation; criminal law and investigation; police training; professional police administration and control of delinquency; rules of evidence and the laws governing the custody of persons; laws relating to search, seizure and arrest; extent on limitations of police powers.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, care and custody of persons and property, crime prevention and records management.
- Principles and practices of program development and police administration.
- Principles and concepts of supervision and leadership theory.
- Techniques and applications of self-defense, use of force and de-escalation.
- Law enforcement theory, principles and practices and their application to a wide variety of services and programs.
- Recent court decisions and how they affect law enforcement operations.
- Pertinent federal, state and local laws, codes and regulations.
- Departmental policies and procedures, guidelines and chain of command.
- Principles and applications of community-oriented policing and public relations techniques.
- Effective problem-solving techniques and methodology.

Ability to:

- Develop and implement comprehensive plans to satisfy department service needs.
- Identify crime trends and patterns and development of strategies to counter them.
- Interpret, apply and explain laws, case decisions, policy, rules and regulations.
- Work collaboratively with other members of the city management team.
- Plan, organize, direct and supervise the work of subordinate staff.
- Select, train and evaluate staff.
- Participate in the development and administration of Department goals, objectives and procedures.
- Analyze complex public safety issues, identify alternative solutions, project consequences of proposed actions and reach sound decisions and effective courses of action.
- Think clearly and act quickly in a variety of situations.
- Maintain and preserve good relations with the public; respond to requests and inquiries from the general public.
- Work effectively with a variety of community groups.
- Work irregular and on-call hours including weekends.
- Meet and maintain required peace officer employment standards.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.

Ability to (continued):

- Learn the physical layout and composition of the City to determine special law enforcement problems.

Skill in:

- Demonstrated competency in the use of firearms.
- Interpersonal skills that support a positive work atmosphere.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible supervisory and/or administrative experience in a law enforcement agency.

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in law enforcement and college level course work in police science, criminal justice, public or business administration, or a related field.

Special Requirements:

Possession of P.O.S.T. Advanced and Supervisory certificates.

Possession of a valid California Driver's License.

Candidates, other than promotional applicants, are required to pass a police background investigation.

PHYSICAL DEMANDS AND WORK CONDITIONS:

Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull up to 25 pounds or more; travel from one location to another in the course of doing business; near and far vision and the ability to distinguish colors, and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

Incumbent is subject to extended workday assignments; attend periodic evening meetings; travel in and out of City to attend meetings; periodic request to train and qualify in the use of firearms, vehicles and special enforcement practices and equipment; ability to perform the essential functions of the job.

APPLICATION PROCESS:

Applications received by the filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process.

Following appointment, a minimum one-year probationary period is required as the final phase of the selection process.

Applications are available at the Personnel Department, Sanger City Hall, 1700 7th Street, Sanger, CA 93657. Applications must be complete and received prior to the filing deadline.

POSTMARKS ARE NOT ACCEPTED.

Resumes will *not* be accepted in lieu of a completed application. All statements made on the application are subject to verification; false statements will be cause for disqualification or discharge.

AN EQUAL OPPORTUNITY EMPLOYER
WOMEN, MINORITIES & HANDICAPPED INDIVIDUALS ARE
ENCOURAGED TO APPLY

Note: 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. Questions regarding this announcement may be directed to the City of Sanger Personnel Department.