CITY OF BRAWLEY
JOB ANNOUNCEMENT

DEPARTMENT:	Police
POSITION:	Sergeant
SALARY:	$5,578.98 - $6,781.28/month
EXAM TYPE:	Written: Tuesday, February 14, 2017 (Study Guide attached) Oral Interview: Wednesday, February 15, 2017
DUTIES:	Job description attached
QUALIFICATIONS:	Currently employed by and in good standing with a California P.O.S.T accredited agency; a minimum of six years law enforcement experience; completion of a minimum of 60 units from an accredited college or university, preferably with major coursework in humanities, social services, criminal justice, public or business administration, or a closely related field. A California P.O.S.T Intermediate Certificate may substitute the college requirement.
APPLY TO:	In-house candidates: Please submit your Letter of Interest to Personnel External candidates: Please submit a completed City of Brawley Employment Application
APPLY BY:	February 3, 2017 by 5:00 pm

Posted 1/12/2017

LAW ENFORCEMENT SERGEANT

SECTION	DESCRIPTION	QUESTIONS
1	PROBLEM SOLVING, DECISION MAKING, AND PLANNING	15
2	SUPERVISION	25
3	FIELD OPERATIONS	35
4	LEGAL PRINCIPLES	15
5	WRITTEN COMMUNICATION	10
6	GENERAL LAW ENFORCEMENT PRINCIPLES-CA	25

The references for this examination include:

- Schroeder, Donald J., & Lombardo, Frank. *Management and Supervision of Law Enforcement Personnel*, 4th Edition. LexisNexis Gould Publications, 2002.
- Adams, Thomas F. *Police Field Operations*, 7th Edition. Pearson Prentice Hall, 2007.
- Hess, Karen M. & Wrobleski, Henry M. For the Record: Report Writing in Law Enforcement, 5th Edition. Innovative Systems, 2002. or Hess, Karen M. & Orthmann, Christine Hess. *For the Record: Report Writing in Law Enforcement*, 6th Edition. Innovative Systems, 2008.
- *California Peace Officers Legal Sourcebook.* California Department of Justice

CITY OF BRAWLEY

CLASS TITLE: POLICE SERGEANT

BASIC FUNCTION:

Under general supervision of the Operations Division Commander, to assign, direct, and supervise the work of Police Officers engaged in general or specialized law enforcement activities, on an assigned shift; to have responsibility for the station; to conduct special management studies as assigned; and to do other work as required. Incumbent represents the first level of supervision in the Brawley Police Department Patrol and Investigations Divisions. Incumbents may either have responsibility for supervising subordinate law enforcement employees engaged in patrol, or investigative, functions, or have as their primary responsibility the performance of specialized law enforcement activities requiring the application of special knowledge and skills. Incumbent may be assigned resource and/or program management responsibilities that may include assisting in the preparation of budget requests, special management studies, or the development and implementation of special law enforcement programs or projects. Incumbent is characterized by having wide latitude for exercising initiative and judgment over operational and program management matters and by having authority to make supervisory and operational decisions with a minimal degree of direction from senior management.

ESSENTIAL DUTIES:

- Plans, assigns, supervises, reviews, documents, and evaluates the work of officers on a shift in one of the following assignments: Field Sergeant/Watch Commander, or Investigations Sergeant.

- Receives and evaluates complaints and reports from the staff, public and other law enforcement agencies responding either orally or in writing; may conduct criminal and internal investigations.

- Supervises and participates in the acceptance and preparation of criminal complaints, interview and interrogation of victims, witnesses, and suspects, and prepares and reviews reports and records for conformance to departmental standards and legal acceptance.

- Evaluates field activity and determines necessary deployment of officers and resources in routine activities and emergencies in order to ensure the matter is resolved; inspects personnel, equipment and property.

- Plans, teaches and supervises "role call" training; assists in the recommendation of training assignments for departmental personnel.

- Develops and implements criminal apprehension programs as directed by staff; recommends apprehension programs in accordance with crime trends.

- Assists in analyzing, developing, and recommending operating programs and assists in the formulation of policies and procedures; evaluates existing procedures, workflow, and facilities, and recommends changes and modifications; prepares detailed staff reports.

- Oversees training of new officers and on occasion trains new officers; inspects and briefs officers; takes immediate charge of emergencies.
- Attend Department and Division level conferences and meetings.
- Monitor dispatch personnel.
- Testifies in court.

OTHER DUTIES:

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The principles, methods, and techniques of investigation, including the gathering, preservation, and presentation of evidence.
- Basic identification techniques, and modus operandi; criminal law, including the law of arrest, search and seizure, rules and evidence, and courtroom procedures.
- Basic principles of supervision, training, and evaluation.
- Rules and regulations of the Brawley Police Department.
- Principles and practices of personnel, equipment, facilities, and administrative management.
- Basic statistical methods.

ABILITY TO:

- Plan, assign, instruct, and supervise officers engaged in law enforcement work, and supervise clerical and other staff performing support duties.
- Work with minimal supervision.
- Review, edit, and write reports in a clear, concise manner using proper grammar and vocabulary.
- Comprehend and translate legislative and technical language to subordinates and the public.
- Interpret and explain departmental rules and procedures to subordinates and others.
- Gather, assemble, analyze, and evaluate facts and evidence, and draw logical conclusions and make proper recommendations.
- Obtain information through interview and interrogation.

- Interact with people of various socio-economic backgrounds in a tactful, diplomatic manner.
- Prepare, review, and evaluate comprehensive reports.
- Analyze law enforcement problems and develop effective courses of action.
- Prepare budget requests.
- Respond and react quickly and calmly to emergencies and take logical action to resolve the matter.
- Maintain good physical condition.
- Skillfully operate standard office equipment, police vehicles, communications equipment, and Department equipment and weapons.
- Work confidentially with discretion.
- Establish and maintain effective working relationships with fellow employees, government officials, and the public.
- The employee may be called to respond to police service calls at any time during assigned shifts.
- May be called out for assistance during off-duty hours with a maximum of one hour response time required.

EDUCATION AND EXPERIENCE:

- Completion of a minimum of 60 units from an accredited college or university, preferably with major coursework in humanities, social services, criminal justice, public or business administration, or a closely related field; or, California P.O.S.T Intermediate Certificate; and,
- Six years of experience at a level comparable to serving six years as a Brawley Police Officer; including a minimum of three years as a senior officer (equivalent to the rank of Police Agent with the Brawley Police Department) or,
- A combination of training, education, and experience that is equivalent to the employment standards listed above and that provides the required knowledge and abilities.

WORKING CONDITIONS:

- Indoor and outdoor environment; subject to shift work, working evening/variable hours, and driving a vehicle to conduct work.
- Incumbents may be exposed to gunfire, toxic chemicals, traffic hazards, occasional driving at high speeds, communicable diseases, physical abuse from hostile or disoriented individuals, and adverse weather conditions.

PHYSICAL DEMANDS:

- Physical abilities required include above-average physical endurance in running, climbing and lifting as well as good balance, hearing, and seeing to drive a vehicle.