



An Equal Opportunity Employer

POLICE SERGEANT

SALARY: \$8,466 - \$10,290

Police Sergeant work a 4/10 – 3/12 work week.

Veterans and/or College Grads may be entitled to up to an \$8,500 bonus

The Police Sergeant will serve as a supervisor on an assigned shift in the Patrol Division; supervises special details; may be assigned other special duties as a Station Commander in the Detective Bureau, Support Services Division, or Volunteer Services Program.

The position has a one year probationary period from time of promotion.

ESSENTIAL JOB DUTIES

A Police Sergeant provides direct supervision of Police employees engaged in the general enforcement of laws and the prevention of crime and disorder; reviews the daily activities of Police employees toward achieving organizational goals; and provides first-line supervision of Police employees. Sergeants may investigate and make proper disposition of complaints filed by the public; assist in the seizing, searching, booking, and fingerprinting of suspects; collect and preserve evidence; interrogate witnesses and prisoners; direct employees in these activities; work independently in the absence of specific instructions; motivate and evaluate Police Department personnel; provide or coordinate training; work with employees to correct deficiencies; and perform related duties and responsibilities as required.

Duties include the supervision of field personnel, as well as other employees assigned; responds to calls and vehicle stops when supervision needs are to be met; reviews and approves reports and makes necessary corrections; evaluates training needs and organizes needed training programs; makes written evaluations of employee performance; conducts accident reviews, personnel investigations, and handles other special projects; prepares monthly statistical reports of shift activities; reads, checks, and approves daily logs, including approval of overtime; prepares and approves press releases; handles station counter complaints and information requests; investigates and reports on signed personnel complaints against police officers; makes routine station and equipment inspections; completes monthly evaluations on probationary Police Officers; may supervise Technical Services Program personnel, Detective Bureau personnel, or Volunteer Services personnel; keeps staff informed on pertinent matters; may audit court appearances of Police Officers to evaluate courtroom procedures; provides a communication link between subordinates and staff; keeps a daily log accounting for vital information such as unusual activity during shift; advises and assists in evidence processing and crime scene control; ensures uniform application of rules and regulations and department policies; responds to citizen's inquiries; and may perform background investigations on prospective employees.

ORGANIZATIONAL RESPONSIBILITIES

The Police Sergeant reports directly to a Police Lieutenant and supervises the work of Police Officers and non-sworn personnel. Position may also provide daily training for assigned personnel.

QUALIFICATIONS, KNOWLEDGE, AND ABILITIES

Knowledge of: Criminal law, police science, public administration or related field, and possess supervisory skills and the ability to communicate effectively both verbally and in writing. An incumbent in this position should be knowledgeable in the rules of evidence, the rights of the accused, basic rules governing the field of law enforcement, departmental and city-wide rules and regulations, and be aware of criminal law applications.

Skills/Abilities to: Plan, organize, direct, and coordinate the work of assigned employees; supervise field personnel, as well as other assigned employees; understand the "mission" of the department and communicates it to other employees; review reports and ensure proper use of grammar; mentor other employees; have a positive working relationship with other departments in the city; have open communication with other employees; work efficiently in stressful situations; delegate work to subordinates; supervise employees in complex investigations; identify and respond to community needs; develop, implement, and administer programs that address crime trends; and have a working knowledge of police tactics.

EDUCATION AND EXPERIENCE

Candidates are required to have the following minimum qualifications:

1. Sworn Peace Officer; 2. Off of Probation; 3. P.O.S.T. Basic Certificate; 4. Employed in a full-time peace officer capacity for no less than the three (3) preceding years prior to the end of the application closing.; 5. Minimum of 40 semester /60 quarter college units as verified by transcript. (P.O.S.T. training points not converted to college units do not qualify).

The following are desired attributes:

1. Investigative experience; 2. P.O.S.T. Intermediate Certificate; 3. P.O.S.T. Advanced Certificate; 4. The three (3) or more preceding years of Peace Officer experience are with the City of Montclair

The Police Sergeant will be required to enroll in the P.O.S.T. Sherman Block Supervisor Leadership Institute (SBSLI) course at the end of their probationary period.

LICENSE OR CERTIFICATES

Possession of a valid California driver license and proof of insurability required. Possession of a P.O.S.T. Basic Certificate

SELECTION PROCESS

1. Completion of City of Montclair Employment Application form, Supplemental Questionnaire for Police - Peace Officer, detailed resume, copies of POST certificates, and college transcripts are required. Resumes will not be accepted in lieu of applications. **A copy of POST Basic certificate & college transcripts must be attached to your application.** If you possess POST Intermediate and Advanced Certificates, copies must be attached as well.
2. Applications received by the **filing deadline of 6:00 p.m. on Thursday, February 10, 2022**, will be screened for conformance with minimum and required qualifications. All qualified candidates will be invited to participate in a **written examination**. The written examination date will be determined and qualified candidates will be notified. References for the written examination include *Supervision of Police Personnel – Iannone, N. (2013, 8th Edition Prentice Hall); Criminal Investigation– Swanson, C. (2012, 11th Edition. McGraw-Hill); Police Patrol Operations and Management– Hale, C. (2004, 3rd Edition Prentice Hall); California Peace Officer's Legal Sourcebook – California Department of Justice (Current Revision Packet).*
3. Candidates passing the written examination with the highest scores will be invited to participate in an oral board interview.
5. Names of successful candidates will be placed on an eligibility list from which selection(s) will be made.
6. Top candidate(s) on the eligibility list will be interviewed by the Chief of Police. Candidate(s) receiving his recommendation will be required to pass a background check, psychological evaluation, polygraph examination, and a medical examination (including a drug screen) before being employed.

APPLICATION PROCEDURE

City application forms are available on-line at www.cityofmontclair.org. Completed and signed applications with required supplemental questionnaire must be submitted via email to jobs@cityofmontclair.org, in person or by U.S. mail to City Hall, Personnel Division, 5111 Benito Street, Montclair, California, or via fax to (909) 621-1584, by the **FILING DEADLINE of 6:00 p.m. on Thursday, February 10, 2022.**

Applications received by email or fax will be requested to be submitted with original ink signature if invited to structured oral interview.

THE CITY

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

PERSONNEL PROCEDURES

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

EMPLOYMENT RULES

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

EMPLOYEE BENEFITS

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

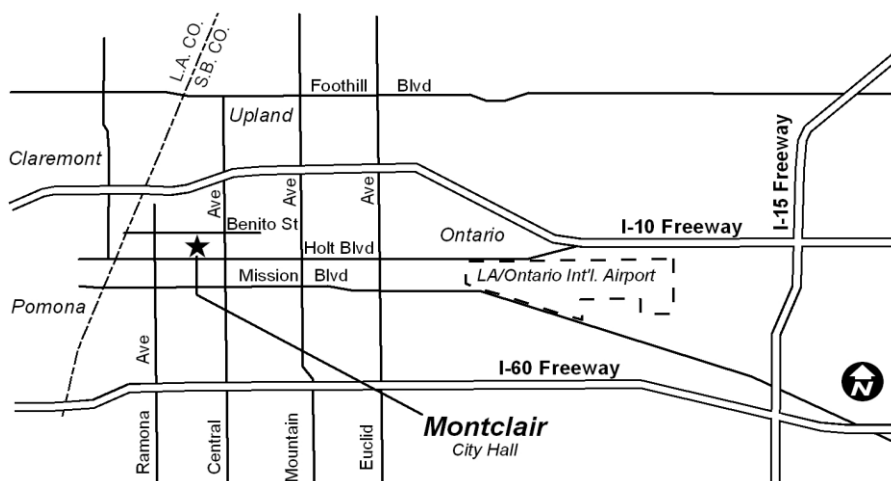
Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

SALARY PRACTICES

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

NONDISCRIMINATION POLICY

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.



MONTCLAIR POLICE DEPARTMENT HIRING STANDARDS

BEHAVIORAL STANDARDS FOR APPLICANTS FOR EMPLOYMENT/FAIR EMPLOYMENT:

The purpose of a preemployment background investigation shall be to promptly, efficiently, and fairly identify those applicants who are unfit for public service or whose prior conduct is contradictory to, or incompatible with, the law enforcement mission. No selection standard of the department shall be in conflict with, or contrary to, the spirit or letter of fair employment laws of the State of California or the laws of the United States. The City of Montclair and the Montclair Police Department declare themselves to be an equal opportunity employer.

FELONY CONVICTION DISQUALIFICATION:

Any person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall not be eligible for employment with the department.

MISDEMEANOR CONVICTION DISQUALIFICATION:

Any person who has been convicted within the past three years of any criminal offense declared by law to be a misdemeanor in this or any other state may not be eligible for employment with the department.

Any person still on probation (**supervised or unsupervised**) for any criminal conviction shall not be eligible for employment with the department.

Any Person convicted of any of the following misdemeanor offenses may not be eligible for employment with the department:

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| 1. Larceny/theft | 7. Filing a false police report |
| 2. Assault or battery | 8. Impersonating a police officer |
| 3. Indecent exposure | 9. Domestic violence |
| 4. Annoying children | 10. Fraud |
| 5. Perjury | 11. Driving under the influence-alcohol/narcotics |
| 6. Resisting arrest | |

Any person whose conviction has been set aside pursuant to Penal Code Section 1203.4(a) or 1000.4 shall be considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged pursuant to Penal Code Section 851.7 or 851.8 shall be deemed never to have been convicted within the meaning of this section.

CRIMINAL CONDUCT:

Applicants for employment with the department whose prior conduct includes involvement in criminal conduct, as specified, may not be eligible for employment with this department. “Involvement in criminal conduct” specifically includes acts which may have gone undetected, unreported, and/or unprosecuted including:

- a. As an adult, any act which would constitute a felony offense in this state committed within the past seven years.
- b. Any act which would constitute a misdemeanor offense in this state committed at any time prior to or after application for employment with this department.
- c. Any act, as specified, committed at any time prior to or following application for employment with the department, including:

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| 1. Forcible rape | 10. Assault under the color of authority |
| 2. Robbery | 11. Any offense declared by law to constitute a “hate crime” |
| 3. Possession of a controlled substance for sale | 12. Embezzlement |
| 4. Assault with a deadly weapon | 13. Sexual assault |
| 5. Lewd acts with a child | 14. Burglary |
| 6. Perjury | 15. Arson |
| 7. Homicide | 16. Identity theft |
| 8. Grand larceny/grand theft auto | 17. Child/elder/spousal abuse |
| 9. Theft of public funds | |

MOTOR VEHICLE OPERATION (POSITION SPECIFIC):

Applicants for employment with the department who, based on Department of Motor Vehicle records, display a propensity for any of the following may be disqualified from consideration for employment:

- 1. Driving under the Influence-alcohol/narcotics
- 2. At-fault traffic accidents
- 3. Moving or non-moving violations of the California Vehicle Code

CRIMINAL CONDUCT/LATERAL ENTRY:

Applicants for employment with the department who are presently employed by any public criminal justice agency shall be required to sign a disclosure statement authorizing the department to reveal to their present employer any admissions of criminal conduct which occurred, or which may have occurred, during their employment for that agency. Upon written demand of the department head of any such agency, and consistent with this order, the

department shall fully cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

CRIMINAL CONDUCT/OUTSTANDING ARREST WARRANTS:

Any person who has an outstanding warrant for his/her arrest shall not be eligible for employment with the department.

GROSS MISCONDUCT:

Any person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for proven gross misconduct shall not be eligible for employment with the department. "Gross misconduct" shall include, but not be limited to:

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| 1. Embezzlement | 6. Desertion |
| 2. Willful disobedience of a lawful order | 7. Assault under color of authority |
| 3. Sexual harassment | 8. Battery against any coworker or supervisor |
| 4. False statements to superior officers | 9. Terrorist threats against any coworker or supervisor |
| 5. Filing false official reports | |

DISHONORABLE/LESS THAN HONORABLE DISCHARGE FROM THE MILITARY SERVICE:

Any person who has been dishonorably or less than honorably discharged from the Armed Forces of the United States shall not be eligible for employment with the department.

USERS OF ILLEGAL DRUGS/CURRENT:

Any person who is a current user of illegal drugs shall not be eligible for employment with the department. "Current" user of illegal drugs shall mean any person who has illegally used any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) within one year of application. All applicants for employment with the department shall undergo a chemical test designed to reveal the presence of illegal drugs.

USERS OF ILLEGAL DRUGS/PRIOR:

Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogenic or other controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) shall not be eligible for employment with the department.

Any person who has, within the past three to five years, and as an adult, illegally possessed any controlled substance (as defined in Schedules 1 through 4 of the Uniformed Controlled Substance Act), excluding the simple possession of an ounce or less of marijuana, may not be eligible for employment with the department.

FALSE STATEMENT(S) ON APPLICATION:

Any applicant for employment with the department who makes any knowing and deliberate false statement or omission of material fact on any application document for the department shall not be eligible for employment. False statements include deliberately non-responsive answers and knowing evasions of any type. Knowing and deliberate false statements or omissions of material facts discovered on any application document at any time following employment with the department shall be immediately investigated, and where proven, shall be grounds for dismissal.

FRAUDULENT APPLICATION DOCUMENT(S):

Any applicant for employment with the department who knowingly offers any altered or fraudulent document(s) in connection with his/her application for employment with this department shall not be eligible for employment. Where such altered or fraudulent document(s) are discovered subsequent to employment with the department, such shall be immediately investigated, and where proven, shall be grounds for dismissal.

INVOLUNTARY SEPARATION FROM EMPLOYMENT:

Any applicant for employment with the department who, as an adult, has been dismissed from employment "for cause" two or more times shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/CHILD OR SPOUSAL SUPPORT:

Any applicant for employment with the department who is presently delinquent or in the arrears for any court-ordered child or spousal support payments shall not be eligible for employment.

DELINQUENCY ON FINANCIAL OBLIGATIONS/COLLECTIONS:

Any applicant for employment with the department who is presently in collections for any valid credit obligation may not be eligible for employment.

TOTALITY OF CIRCUMSTANCES:

The City of Montclair will strive to consider the "totality of circumstances" when reviewing an applicant's background and suitability for public service. The final decision for employment or disqualification rests with the Chief of Police.