



# Police Sergeant

\$2,749.36-\$3,508.80/Bi-Weekly

## *Internal Promotional Only*

### Are you...

- Interested in a leadership position?
- Ready for the next step in your career?
- A team player?

## Primary Responsibilities

Under direction, the **Police Sergeant** coordinates and supervises the activities and operations of a patrol watch or program unit of the Police Department including implementation of departmental policies and procedures; coordinates activities with other divisions, units, watches, City departments, outside agencies and organizations; performs more difficult and responsible law enforcement and crime prevention supervision and planning; supervises personnel; performs other related duties as required. The job description can be found on the City's website at [www.cityofmadera.ca.gov](http://www.cityofmadera.ca.gov).

## Qualifications

Experience: At least five years of increasingly responsible law enforcement experience.

Education: A high school diploma or equivalent. A Bachelor's degree in criminology, police sciences or a related field is desirable.

License: A valid California driver's license is required. A POST Intermediate Certificate is desirable.

## Application Process

Applications must be received no later than **3pm on Wednesday, July 11, 2018**. Only those applicants who meet the qualification standards of this position on or before the posted final filing date will be allowed to participate in the examination process. Examination scores determine standing on eligibility lists. The examination process may consist of the following parts: APPLICATION PACKAGE REVIEW (Qualifying only): Only the most qualified applicants, based upon the information provided on the application will be invited to participate in the written, oral/performance examination processes. WRITTEN EXAM (PASS/FAIL) See published reading list; ORAL EXAM (100% weight value); Candidates must earn a score of 70% or higher in the examination process to be considered for the eligibility list. The City Administrator upon recommendation of the Department head will make the final selection and appointment.

## Key Dates

Filing Deadline: Wednesday, 7/11/18 by 3pm

Written Exam: 8:00 am, Wednesday, 7/25/2018

Oral Exam: TBD

City of Madera  
Human Resources  
205 W. 4th Street  
Madera, CA 93637  
(559) 661-5401

# Compensation and Benefits

Compensation and benefits for the position of Police Sergeant are defined in the Memorandum of Understanding between the City of Madera and the Madera Police Officers' Association.

## Other Information

Applicants who require special examination accommodations should contact the Human Resources Department five (5) days prior to the examination at (559) 661-5401 to make your request for special accommodation due to a disability.

Veterans Points – Current City employees who compete in a promotional examination are not eligible to receive veteran's preference.

The City of Madera is an Affirmative Action / Equal Opportunity / Drug Free Employer

THE INFORMATION PROVIDED IN THIS FLYER IS NOT TO BE CONSIDERED AS A CONTRACT OR AN OFFER OF CONDITIONS OF EMPLOYMENT. The City of Madera reserves the right to make necessary modifications to the examination plan. Such provisions will be in accordance with City Civil Service standards. Employee benefits are outlined in individual group memorandum of understandings through the city/employee negotiation process.

**ONLY THOSE APPLICATIONS RECEIVED BY 3:00 P.M. Wednesday, July 11, 2018, WILL BE CONSIDERED.** Please fill out the application completely and attach any additional materials, certificates, license and/or resume you desire to be considered as part of your application. Information on a resume will not be accepted in lieu of completing the employment application.

Applications may be obtained from the City's website [www.cityofmadera.ca.gov/apply](http://www.cityofmadera.ca.gov/apply) or by calling the City's Human Resources Department at (559) 661-5401. Original applications must be submitted to the City's Human Resources Department. Facsimiled or digitally signed applications will not be accepted.

## Reading List for Written Exam (Published in January 2018)

Iannone, N., *Supervision of Police Personnel*, 8th Edition. Prentice Hall, 2013. Includes Chapters 1-6, 8, and 10-13.

Swanson, C., *Criminal Investigation*, 11th Edition. McGraw-Hill, 2012. Includes Chapters 2-6, 13-14, 20 and 22.

Hale, C., *Police Patrol Operations and Management*, 3rd Edition. Prentice Hall, 2004. Includes Chapters 2, 4-8, 10 and 13.

*California Peace Officers Legal Sourcebook*. (Current Revision Packet). California Department of Justice.

Gaines, L. and Kappeler, V. *Community Policing: A Contemporary Perspective*, 6th Edition or 7th Edition. Anderson Publishing, 2011 and 2015