Police Desk Officer
Open Competitive Examination

THE POSITION
The City of San Fernando is seeking an experienced and responsible professional to become a Police Desk Officer in our Police Department.

Under general supervision, receives and prioritizes 911 calls for service; dispatches Police personnel and equipment via radio voice communication using a computer-aided dispatch system; performs a wide range of support duties within the City’s Type 1 jail facility, including booking, monitoring, securing and releasing inmates; monitors live cameras throughout the jail, station and City; prepares a variety of reports, and performs related duties as assigned.

IMPORTANT AND ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Receives and evaluates requests for police service by telephone or in person.
- Operates radio automated telephone and computer-aided dispatch (CAD) systems to receive and transmit non-emergency and 911 calls from the public.
- Maintains radio contact with police units on assignments; notifies other departments of needed support services; and monitors radio frequencies for mutual aid.
- Keeps logs, types forms and records, and prepares reports.
- Receives, books, fingerprints and photographs prisoners.
- Searches prisoners’ persons and property, including visual body cavity, and strip searches same-sex prisoners.
- Conducts medical screenings, collects DNA, and conducts intoximeter tests.
- Conducts jail inspections to ensure the health and safety of prisoners.

IMPORTANT & ESSENTIAL DUTIES (continued)

- Schedules inmates for meals, medical call, maintains physical control of combative inmates using appropriate restraint techniques.
- Prepares inmates for transportation to court appearances; assists armed sworn officers with inmates during transit to and from court.
- Testifies in court as necessary.
- Verifies, identity and paperwork for inmate release to other police agency personnel.
- Inventories and safeguards prisoners’ property.
- Receives bail monies, issues release citations, and releases prisoners as authorized by law.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge Of:

- Computer-aided dispatch terminal, two-way radio, computerized mapping system and other computer programs used to research and obtain information.
- Proper operation and care of radio and telephone equipment, and operational characteristics of emergency communication system equipment.
- Law enforcement codes, terminology, phonetic alphabet, procedures and practices.
- Jail operations and booking procedures.
- Physical restraint methods and techniques.

Ability To:

- Operate and monitor various communications equipment, including radio consoles, telephones, and computer systems and related software.
- Understand and follow written and oral instructions.
- Communicate effectively both orally and in writing.
- Read street maps, learn and interpret rules and regulations.
- Deal tactfully and effectively with the public under trying conditions.
- Cope with emergencies, transcribe or compose clear and accurate reports.
- Maintain effective working relationships with others.
- Understand and speak Spanish (highly desirable).

EXPERIENCE AND TRAINING GUIDELINES

A typical way to obtain the knowledge, skills and abilities would be the following:

Experience:

- One year clerical experience or an equivalent combination of training and experience are required.

Training:

- Graduation from high school or GED equivalent is required; at least 18 years of age.
- Must possess a valid California Class C Driver’s License and car insurance on appointment.
- Must successfully complete PC 832.3 training within six months of assignment, and STC Adult Corrections Officer Course Training with one year of assignment and maintain certifications as a condition of continued employment.
- A California P.O.S.T. Basic Public Safety Dispatcher Certificate must be obtained within one year of employment, and maintained as a condition of continued employment; possess and maintain valid CPR and First Aid certificates.
- A valid California Food Handler Card is required.
- Will be required to work weekends, nights and holidays.

Physical Requirements:

Essential duties require the following physical abilities and environmental conditions: ability to sit and stand for long periods; walk, kneel, reach with hands and arms, twist, lean, and climb; frequently required to lift up to 100 pounds unaided; required to talk and hear in person and by telephone and radio; works under moderate level of noise; occasionally exposed to biological hazards and disease/infestations; and may be exposed to disturbing or violent language and behavior.

GUIDELINES
APPLICATION PROCESS

All interested applicants must complete a City application. The Personnel Division must be in receipt of the completed application prior to the announced filing deadline. Resumes in lieu of applications, incomplete applications and late applications will not be considered.

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense. You may complete and/or download an application online at www.sfcity.org/personnel or in person at the specified address below.

Completed application must be received in the Personnel Division on or before Monday, July 12, 2021, at 5 pm.

Please forward all correspondence to:

City of San Fernando - Personnel Division
117 Macneil Street, San Fernando, CA 91340
(818) 898-1239

ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles.

The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

SALARY AND BENEFITS

SALARY RANGE: $4,829 – $5,934 per month

RETIREMENT: Public Employees’ Retirement System (PERS), 3% at 60 or 2% at 55 for Classic members (depending on hire date); 2% @62 for PEPRA members. Both are integrated with Social Security. City pays full portion of employee’s share, while employee pays partial portion of City’s share of PERS for Classic members only.

MEDICAL INSURANCE: As part of a full flex Cafeteria Plan, effective January 1, 2020, employee receives a monthly flex dollar allowance ($941.37 Single; $1,629.86 Two Party; and $2,193.56 Family) to apply toward Medical, Dental and Vision benefits offered through the City’s insurance plans for employee and eligible dependents.

LIFE/AD & D INSURANCE: The City pays for a $50,000 life insurance for employee. Additional life insurance is available for purchase at a competitive group rate of $100,000 for employee, $25,000 for spouse, and $10,000 for each child, with no medical questions asked.

VACATION: Accrual varies based on years of service, and ranges from 11 days (88 hours) per year for 0-4 service years to 21 days (168 hours) for 15 service years or more.

SICK LEAVE: 12 days per year with a maximum accumulation of 100 days (800 hours).

BEREAVEMENT LEAVE: 3 days paid following the death of an immediate family member, and 1 paid day following the death of an extended family member.

HOLIDAY: 12 paid holidays per year.

UNIFORM ALLOWANCE: $300 per year for all non-sworn personnel in the Police Department. Uniforms are provided and replaced for unit employees, as required by the Department.

OVERTIME: Paid or accumulated compensatory time at time and one-half. Overtime paid after 40 hours per week based on a 40-hour work week. Maximum accumulation of comp time is 100 hours.

CALL BACK TIME: Any general employee called back to work other than as a continuation (immediately preceding or following) their regular established work schedule will be compensated at a rate of pay equal to one and one-half times their regular hourly pay. Minimum of 2 hours applies.

BILINGUAL BONUS: $100 Bilingual pay per month to eligible employees.

TUITION REIMBURSEMENT: City shall reimburse tuition for approved courses up to a maximum of $3,000 per fiscal year. Employee shall first verify through their Department Head that there’s enough fund allocation in the budget for this item.

INVITES APPLICATIONS FOR

Police Desk Officer
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SALARY

$4,829 - $5,934 Per Month

FILING DEADLINE:

Monday, July 12, 2021 @5 PM