

# QUALIFICATIONS

**A TYPICAL WAY OF OBTAINING THE KNOWLEDGE,** skills, and ability for this position is graduation from an accredited four-year college or university with a major in social and behavioral sciences, police science, criminal justice, public administration, or a closely related field is highly desired. Two years of experience as a Police Sergeant is required. A valid California Class C driver's license and the ability to maintain insurability under the City's vehicle insurance program is required. Advanced and Supervisory POST certificates are required. Additional certifications may be required as assigned, including: STC Jail Supervisor or completion of Manager/Administrator Core Course as specified by the STC; and ICS/NIMS 100/200/400/700.

A complete listing of the minimum qualifications may be found on the job specification: [SFCITY.ORG/Hiring-Now/#Job-Specs](http://SFCITY.ORG/Hiring-Now/#Job-Specs)

# EXAMINATION PROCESS

## APPLICATIONS WILL BE SCREENED FOR COMPLETENESS

and fulfillment of the position qualifications. The most qualified candidates will be invited to participate in the examination process in this order. The application process will consist of:

- Application Screening Qualifying
- Written Exam Weighted Score
- Oral Interviews
  - External Professional Panel Weighted Score
  - City Department Directors Panel Weighted Score
- Writing Exercise Qualifying
- Chief of Police Interview Highest Three Ranking Candidates

Current SFPD employees will receive 0.5 points for each full year of full-time service as a sworn employee with the SFPD. The total points credited to an applicant shall not exceed 10 (e.g., if an employee qualifies for seven promotional preference points and five veteran preference points, the maximum number of points credited will be 10), per the SFPOA-PMU MOU.

Candidates must pass each individual test to advance to the next phase and outside candidates must successfully complete all of the following:

- Polygraph Test
- Psychological Evaluation
- Medical Evaluation, including Drug Screen
- Background Investigation\*

\*A comprehensive background investigation will be conducted to evaluate suitability for the position. Areas of inquiry include, but are not limited to, Work History, School Record, Criminal Record, Substance Abuse, Driving Record, and Credit History.

A reference list for this examination process may be found here: [SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now).

# SALARY & BENEFITS

## ANNUAL SALARY RANGE OF \$164,784 - \$200,304

with generous benefits, including:

**RETIREMENT** PERS 3% @ 55 for classic members (hired on/before 9/7/12), 3% @ 55 for classic members (hired on/after 9/8/12), and 2.5% @ 57 for PEPRAs members (hired on/after 1/1/13). Employee contribution based on San Fernando Police Officers Association - Police Management Unit Memorandum of Understanding (SFPOA-PMU MOU).

**INSURANCE** Full cost of selected medical insurance plan, not to exceed third most expensive plan available, offered by CalPERS for the Los Angeles County Region; with maximum City contribution of \$926 single; \$1,863 two party; and \$2,371 family. City pays for \$50,000 AD&D Life Insurance policy for employee.

### FLEXIBLE SPENDING ACCOUNT

Program available

**ANNUAL LEAVE** 160-240 hours (depending on length of service)

**MANAGEMENT LEAVE** 120 hours per year (prorated first year)

**UNIFORM ALLOWANCE** \$960 annually and all-weather jacket

**HOLIDAYS** 8.67 hours per month as Holiday-in-Lieu Pay

**BILINGUAL BONUS** \$100 per month upon passing Bilingual exam

**DEFERRED COMPENSATION** ICMA-RC 457, ROTH/IRA programs available (voluntary)

### TUITION REIMBURSEMENT

Up to \$3,000 per fiscal year for approved courses

# HOW TO APPLY

## DOWNLOAD AN APPLICATION

Visit [SFCITY.ORG/Hiring-Now](http://SFCITY.ORG/Hiring-Now) or scan the QR Code



## FOR FIRST CONSIDERATION, APPLY BY

Thursday, October 31, 2024 | 5 pm

## SUBMIT COVER LETTER, APPLICATION, & RESUME TO

City of San Fernando Personnel Division  
117 Macneil Street, San Fernando, CA 91340

## QUESTIONS?

Sergio Ibarra, Personnel Manager | (818) 898-1221 | [Personnel@sfcity.org](mailto:Personnel@sfcity.org)

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. 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.

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

# CAREER OPPORTUNITY

# POLICE COMMANDER

\$164,784 - \$200,304 DOQ

## THE CITY OF SAN FERNANDO, CALIFORNIA, IS SEEKING A SEASONED LAW ENFORCEMENT

professional that is ready to take on a leadership role in a vibrant, diverse community. The San Fernando Police Department is looking for a dynamic and dedicated Police Commander to oversee one of the two departmental divisions, manage a skilled team, and lead strategic initiatives that enhance public safety and community engagement. This role offers a wide-ranging scope of responsibilities requiring not only expertise, but seasoned judgment. Key responsibilities include leading and manage police operations across various divisions, developing and implementing public safety strategies, fostering community relationships through effective communication and outreach, ensuring regulatory compliance, and mentor and develop the next generation of law enforcement leaders.



# THE COMMUNITY

**LOCATED IN THE NORTHEAST SECTION OF THE** San Fernando Valley at the southern foot of the San Gabriel Mountains, the City of San Fernando is approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.



San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), and Interstate 210 Freeway (I-210), and nearby Burbank Airport. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

# THE ORGANIZATION

**INCORPORATED IN 1911 AND ORGANIZED** according to the City Council/City Manager form of government, the City of San Fernando has seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 147 full-time equivalent employees from a total Adopted Budget for fiscal year 2023-2024 of \$51.7 million, which includes a General Fund budget of \$26.2 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.

# THE DEPARTMENT

**THE MISSION OF THE POLICE DEPARTMENT (SFPD)** is to remain committed to embracing the principles of 21<sup>st</sup> Century Policing and to reinforce the Department's dedication to building trust, fostering transparency, and ensuring the safety and well-being of the San Fernando community.

The SFPD's commitment to 21<sup>st</sup> Century Policing is rooted in the following key principles:

**Building Trust and Legitimacy** The SFPD understands that trust is the foundation of effective policing. The department is dedicated to fostering positive relationships and an atmosphere of inclusivity with all members of the San Fernando community. The department aims to bridge the gap between law enforcement and the community it serves.

**Policy and Oversight** The SFPD is committed to regularly reviewing and updating its policies to align with the law and best practices in modern law enforcement. The department is implementing robust oversight mechanisms to ensure accountability and transparency, enabling the team to continuously learn and improve.

**Technology and Social Media** Embracing advancements in technology is crucial for effective policing in the 21<sup>st</sup> Century. The SFPD is investing in cutting-edge tools and training officers to leverage technology responsibly. The department's presence on social media platforms serves as a direct line of communication, keeping the community informed about activities, events, and community outreach efforts.

**Community Policing and Crime Reduction** The SFPD believes in a proactive approach to policing that involves collaboration with community members. By working together, the SFPD and the community can address the root causes of crime, enhance public safety, and create a community where everyone feels secure and respected.

**Training and Education** Continuous training is vital for ensuring officers are equipped with the skills and knowledge necessary to navigate complex situations. The SFPD is committed to providing ongoing training that emphasizes deescalation techniques, cultural competence, and empathy.



# OPPORTUNITIES

**THE SFPD'S NEXT POLICE COMMANDER WILL HAVE** the opportunity to apply their knowledge of modern policing methods, procedures, administration, operations, community engagement, and employee development. This role requires knowledge in police administration, operations, and community engagement including the application of contemporary management, supervision, training, discipline, public relations, and employee development techniques.

# THE POSITION

**UNDER DIRECTION OF THE CHIEF OF POLICE, THE** Police Commander is a mid-management position that is responsible for the strategic leadership and operational oversight of one of the SFPD's two primary divisions. This position requires a seasoned leader with the vision and experience to direct, manage, and coordinate a broad spectrum of critical law enforcement functions.

The ideal candidate for this position will possess the following characteristics:

## **Comprehensive Law Enforcement Expertise**

In-depth understanding of police administration, criminal justice, modern patrol, criminal investigation, crime prevention, and community policing practices.

## **Community-Centered Leadership and Decision-Making**

Lead efforts to foster trust and collaboration with the community, ensuring that the department's operations reflect the diverse cultural and ethnic fabric of the City. Ability to effectively plan, direct, and oversee police department activities, making sound decisions under pressure, especially in emergency and crisis situations.

## **Public Administration and Legal Compliance**

Strong knowledge of public administration principles, including long-range planning, budgeting, and legal compliance with federal, state, and local laws such as NIMS, FCC, and HIPAA.

## **Disaster Preparedness Management**

Expertise in disaster preparedness and terrorism response strategies, with the ability to develop and implement effective management and supervision practices.

## **Effective Communication**

Proficiency in communicating clearly, tactfully, and respectfully with the public, stakeholders, and team members, both orally and in writing, ensuring alignment with department policies.

## **Problem-Solving and Analytical Skills**

Capability to define issues, analyze complex problems, evaluate alternatives, and develop sound, independent recommendations in line with legal and policy frameworks.

## **Organizational Change and Human Resources**

Knowledge of principles and practices of organization and culture change, with a solid understanding of Human Resources policies, labor contract provisions, and safety standards.

## **Technical Proficiency and Relationship Building**

Proficiency in using relevant technology and software, combined with the ability to establish and maintain effective working relationships with colleagues, community members, and other stakeholders.

The duties listed above are intended only as illustration of the various types of work that may be performed. The complete job specification may be found here: [SFCITY.ORG.Hiring-Now/#/Job-Specs](https://www.sfcity.org/Hiring-Now/#/Job-Specs).