

## POLICE SERGEANT THE POSITION

The City of San Fernando is looking for an experienced and dedicated police professional to serve as a Sergeant in our Police Department.

Under general supervision, the Police Sergeant will oversee the activities of police personnel, manage daily operations, positively engage the community, and perform other higher-level duties as required.

## IMPORTANT & ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations 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)

- Plans, assigns, trains, and supervises the work of police personnel in general law enforcement.
- Instructs subordinates in law enforcement problems.
- Prepares evaluation reports on performance of personnel.
- Inspects the scenes of crimes, emergencies, and accidents.
- Assists in and supervises the more difficult complaints and problems.
- Manages risk and establishes a team culture consistent with the policies and values of the organization.
- Prepares logs and special reports.
- When assigned as Watch Commander, organizes and directs the operation of the watch to provide the necessary police service to the community, taking into consideration current and projected crime and social conditions.
- Performs other related duties as assigned

## JOB RELATED & ESSENTIAL QUALIFICATIONS

### Knowledge Of:

- Criminal law and investigation and crime prevention methods.
- Community engagement strategies.
- Police administration together with the ability to assign and review the work of officers and civilian personnel.
- Traffic enforcement methodologies.
- Rules of evidence and the laws governing arrested persons.

### Ability To:

- Plan, coordinate, and direct the work of others.
- Prepare accurate and comprehensive reports.
- Establish and maintain effective relationships with others.
- Effectively engage all segments of the community.
- Understand and speak Spanish is highly desirable.

## EXPERIENCE & TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

### Experience:

Four years' experience as a sworn police officer is required. Associate's degree or 60 units is required (see job description).

### Training:

Possession of a Basic POST Certificate is required. Must stay current in field and acquire all necessary training that new technological changes may present.

### Special Requirements:

Must possess a valid California Class C driver's license upon appointment, and as condition of continued employment, as well as maintain insurability under the City's vehicle insurance program.

## PHYSICAL ABILITIES & ENVIRONMENTAL CONDITIONS

Must meet physical standards set forth in the latest edition of the manual adopted by the Commission on Peace Officer Standards and Training of the State of California and the Minimum Physical Standards for Safety Personnel for employment adopted and approved by the City Council of the City of San Fernando by Resolution no. 4590, adopted May 15, 1972, for safety personnel. Must successfully pass physical examination by a physician licensed to practice in the State of California and retained by the City of San Fernando.

Ability to sit, stand, walk, run, kneel, crouch, squat, stoop, reach, twist, climb, lean, lift files from desktop, drawers, operate computer keyboard for long periods; may be exposed to sun, and work under high and low temperatures (mostly between 40 and 80 degrees).



## COMPENSATION & BENEFITS

**Annual Salary: \$110,724 - \$137,232**

*For Benefits information, please refer to the Memorandum of Understanding (MOU) between the San Fernando Police Officers' Association (SFPOA) and the City of San Fernando (Contract No. 2210).*

## 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 weighted score of each exam will be tabulated into a final score. The application process will consist of:

Application Screening	Qualifying
Written Exam* Tentative Date: 7/23/2025	Weighted Score 50%
Professional Outside Oral Panel Interviews	Weighted Score 50%
Police Chief's Interview <ul style="list-style-type: none"><li>• Written Exercise and Presentation</li><li>• Interview</li></ul>	

\*See attached Study Source List. Candidates must score 70% or above to move on to the next phase of the recruitment process.



## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall  
(117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS TO

City of San Fernando Human Resources Division  
117 Macneil Street, San Fernando, CA 91340  
[HumanResources@sfcity.org](mailto:HumanResources@sfcity.org) | (818) 898-1221

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, 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. 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.

POSTED: 6/16/25

## 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.



***In-House Promotional Examination  
Open to Internal Candidates Only***

## SERGEANT

Per Personnel Rules VI, Section 3,  
only qualified permanent and  
probationary employees who meet  
the minimum requirements may be eligible  
to compete in this promotional exam.

**ANNUAL SALARY**  
\$110,724 - \$137,232

**FILING DEADLINE**  
June 30, 2025 @ 5 pm



# **LAW ENFORCEMENT SERGEANT**

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<u>SECTION</u>	<u>DESCRIPTION</u>	<u>QUESTIONS</u>
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

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The references for this examination include:

- Hess, K. and Wroblewski H. (2008). ***For the Record: Report Writing in Law Enforcement***, 6th Edition. Innovative Systems.\*
- Adams, T. (2014). ***Police Field Operations***, 8th Edition. Pearson Prentice Hall.\*
- Whisenand, P. and McCain, E. (2015). ***Supervising Police Personnel: Strengths-Based Leadership***, 8th Edition. Pearson Prentice Hall.
- California Department of Justice. ***California Peace Officers Legal Sourcebook***. CopWare.

\*NOTE: *For the Record: Report Writing in Law Enforcement*, 5th Edition and *Police Field Operations*, 7th Edition can also be used as sources for this test.