

# SERGEANT

## SAN JOAQUIN COUNTY

### SHERIFF'S DEPARTMENT

Jobcode 0917-RP1010-01



The San Joaquin County Sheriff's Department consists of 2 major operations Fields Forces and Custody. The Field Forces division also provides services to two contract cities, the City of Lathrop and Mountain House. There are currently 838 total positions in the Sheriff's Department including 281 Deputy Sheriff positions. Patrol Operations, Administration, and the Jail are located in French Camp. For more information about the San Joaquin County Sheriff's Department please visit their website at: [www.sjgov.org/sheriff](http://www.sjgov.org/sheriff)

### Compensation

Monthly Salary:

\$6,528 — \$7,937

Cafeteria Plan in the amount of \$934.44 bi-weekly which can be used to purchase health benefits. Unused monies are added to salary.

### Benefits

- ◆ 1937 Act retirement plan Safety Member
- ◆ Health, Dental, Vision Insurance
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years; 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ Life Insurance in the amount of \$50,000
- ◆ Deferred Compensation 1% contributed by the County
- ◆ Uniform Allowance \$1200 annually

*San Joaquin County is an Equal Opportunity Employer*

### About the Position

This is the first sworn supervisory level class in the Sheriff's Department. Sergeants either supervise sworn and non-sworn personnel on an assigned shift, or perform technical law enforcement-related work. The Department considers this important first line supervisory position to be part of the leadership team. The Department is interested in candidates who can demonstrate leadership in facing the challenges of public sector law enforcement. Please visit the Human Resources website at [www.sjgov/hr](http://www.sjgov/hr) for a complete job description.

### Mission Statement

The San Joaquin County Sheriff's Department is dedicated to delivering quality service through the creation of partnerships with the people we serve. All members of this department will carry out their duties and responsibilities to such a manner as to afford dignity, respect and compassion to every individual with whom they come in contact. With community partnerships as our foundation, we are driven by goals to enhance the quality of life, investigating problems as well as incidents, seeking solutions, and fostering a sense of security in communities and individuals. We nurture public trust by holding ourselves to the highest standards of performance and ethics.

### Minimum Qualifications

*Applicants must be currently employed by the San Joaquin County Sheriff's Department. Please read the Civil Service Rules and Regulations regarding eligibility for promotional examinations (attached).*

**Experience:** Three years as a Deputy Sheriff II in the San Joaquin County Sheriff-Coroner's Department.

**Substitution:** Experience as a Deputy Sheriff in a California County Sheriff's Department, as a Policeman in an incorporated California City Police Department, or as a State Traffic Officer in the California Highway Patrol may be substituted for up to two years of experience as a Deputy Sheriff II on the basis of 1 1/4 months of such experience for each month of experience required as a Deputy Sheriff II in San Joaquin County.

**Licenses & Certificates:** Possession of a valid California driver's license and an Intermediate Certificate issued by the California Commission on Peace Officers Standards and Training. A copy of the POST certificate is required.

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### About the Selection Process

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All applicants who meet the minimum qualifications for the position, as well as the eligibility requirements for promotional examination, will be invited to participate in the written examination.

**ANTICIPATED WRITTEN EXAMINATION DATE:** Week of October 23, 2017

Candidates who pass the written examination will be scheduled to participate in assessment center testing which may include a practical exercise, writing exercises or oral examination interview.

**ANTICIPATED ASSESSMENT CENTER DATE:** No earlier than the week of November 13, 2017

The written exam will be weighted at 40% of the overall score and the assessment center examination will be weighted at 60% of the overall score. For candidates who successfully pass all phases of the examination process, seniority points will be added to final scores. Final scores will determine ranking on the eligible list.

**Written exam questions will cover material from the following sources:**

**Sheriff's Office Policy Manual (Lexipol) Sections:** 2. Organization and Administration 3. General Operations, 4. Patrol Operations, 6. Investigation Operations 8. Support Services and 9. Personnel

**California Peace Officers Legal Sourcebook (November 2016 Edition, located on the Sheriff's Office Information Portal under Penal Codes) Sections:** All of sections 2, 3, 4, and 13. Only subsections 5.5 and 5.6 in section 5. Only subsections 15.6, 15.7, 15.8, 15.9, 15.10, and 15.20 of section 15.

**San Joaquin County Sheriff's Office Training Bulletins:** From January 2014 to present, except 3-2014 Spare Ammunition in Vehicles.

**"The Leadership Challenge", the fifth edition, by Kouzes and Posner.**

**Please note, the resources listed above are a study guide for the written examination phase of the testing process. Candidates who pass the written examination phase and are scheduled to attend the assessment center phase may want to consider additional resources for study.**

### Application Submittal

The competitive process includes submittal of completed San Joaquin County Employment Application. Resumes will not be accepted in lieu of the required application materials. Please attach a copy of a valid Intermediate Certificate issued by the California Commission on Peace Officers Standards and Training. Completed application package must be submitted to the Human Resources Division by Friday, September 29, 2017.

Applications can be submitted online at: [www.sjgov.org/hr](http://www.sjgov.org/hr)

Application materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370



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### **Civil Service Rules and Regulations**

#### Rule 10 – Section 3 – Eligibility for Promotional Examinations

To compete in a promotional examination, an employee must:

- A. Meet the minimum qualifications of the class on or before the final filing date for filing applications.
- B. Meet one of the following qualifying service requirements:
  - 1. Have permanent status in the Classified Service.
  - 2. If a probationary employee in Classified Service, must have served twelve (12) continuous and consecutive months immediately prior to the final filing date. Qualifying service under this rule may have been in either the Classified Service or in any combination of Classified Service and service under a public employment program.
  - 3. Public employment program employees who have served at least twelve (12) continuous and consecutive months immediately prior to the final filing date are eligible to compete in promotional examinations for entry level classes or a class equivalent to their current public employment class. For the purpose of this rule, an entry level class is defined as the lowest class in each class series excluding classes designated as trainee classes in the class title.
  - 4. Employees in the Classified Service who have six (6) continuous months' service in trainee classes or entry level classes, as defined above, shall be eligible for promotional examinations to the next higher class in that same series.
  - 5. Temporary, contract, or exempt employees who have at least six (6) months of full-time service with the County within the last twenty-four (24) months and are currently employed with the County immediately prior to the final filing date are eligible to compete in promotional exams for entry level or trainee classes.
  - 6. Contract or exempt incumbents of positions which are converted to classified service are eligible to compete in promotional exams for the classes of positions which they occupy if they have served 2080 continuous and consecutive payroll hours (equivalent to one (1) year) in the same or related classes of positions as the promotional class immediately prior to the final filing date.
  - 7. A Part-time employee who is actively employed (on payroll) and who has worked 2080 continuous and consecutive hours in a class that is above entry level may compete in promotional recruitment for that classification.
- C. Have a rating of satisfactory or better on the last performance evaluation, if applicable.
- D. If a person whose name is on a promotional list is separated (except for layoff) the name shall be removed from the promotional list of the action.

**NOTE:** Applications must be filed with the Human Resources Division before 11:59 p.m. of the final filing date or if mailed, must be postmarked before midnight of the final filing date. No responsibility can be assumed for applications mailed which are not received by the Human Resources Division. Applications sent through inter-office mail may not reach our office until after the final filing date. In this instance, the application will not be accepted because it does not meet the final filing date.