



POLICE DESK OFFICER

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 & 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

- 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.

IMPORTANT & ESSENTIAL DUTIES – CONTINUED

- Conducts jail inspections to ensure the health and safety of prisoners.
- 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.

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 and 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 and cope with emergencies, transcribe or compose clear and accurate reports.
- Maintain effective working relationships with others.
- Understand and speak Spanish is highly desirable.

EXPERIENCE & TRAINING GUIDELINES

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

Experience:

- One year of 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.

Special Requirements:

- 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 within 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:

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.

EXAMINATION PROCESS

The most qualified candidates will be invited to participate in the examination process in this order:

- Application Screening
- Written Exam
- Professional Interview Panel
- Police Chief Interview

SALARY AND BENEFITS

Annual Salary: 67,872 - \$ 83,304

RETIREMENT California Public Employees Public Employees' Retirement System (CalPERS), 3% at 60 or 2% at 55 for Classic members and 2% @ 62 for PEPR members. All are integrated with Social Security.

INSURANCE Cafeteria Plan with monthly flex dollar allowance to apply towards offered medical, dental, and vision plans for employee and eligible dependents. City pays for \$50,000 term life/AD&D insurance policy. Additional voluntary purchase available, with no medical questions asked.

VACATION Ranges from 88 hours per year to 168 hours, depending on years of service (YOS).

SICK LEAVE 12 days per year. Partial payment of unused accumulated sick leave (over 800 hours).

HOLIDAYS 13 days per year.

BILINGUAL PAY \$100 per month upon passing bilingual (Spanish language) exam.

CERTIFICATION PAY Additional compensation for certain certifications such as POST, CPR/First Aid/AED Trainer, CACEO, IAAP, CLETS, ATSSA, NENA.

DEFERRED COMPENSATION ROTH/IRA and 457 programs available (voluntary).

FLEXIBLE SPENDING ACCOUNT Voluntary program available to help with out-of-pocket healthcare and dependent care expenses.

LONGEVITY PAY SFPCA members receive an additional 3% after 10 YOS; a total of 4% after 20 YOS; and a total of 5% after 30 YOS.

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

UNIFORM ALLOWANCE Uniforms provided and replaced where applicable.

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 | (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: 3/10/25

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.



INVITES
APPLICATIONS
FOR

POLICE DESK OFFICER

Open Competitive Examination

ANNUAL SALARY

\$67,872 - \$83,304

Plus Excellent Benefits

FILING DEADLINE

APRIL 14, 2025 – 5PM

APPLY IMMEDIATELY

