



POLICE OFFICER

-JOB INFORMATION-

Monthly Salary: (A) \$5,331 (B) \$5,598 (C) \$5,877 (D) \$6,171 (E) \$6,480

THE POSITION: The Police Officer engages in law enforcement and crime prevention; controls traffic flow; enforces State and Local traffic regulations; conducts investigative work; participates in and provides support and assistance to special departmental crime prevention and law enforcement programs. Positions assigned to the Police Officer classification may be assigned to one of a number of functional areas within the Police Department. General supervision is provided by a Police Sergeant. Technical or functional supervision may be provided by higher level Police personnel. Assignments may require indirect supervision of sworn and non-sworn personnel. **Interested applicants need to fill out a job application form which can be downloaded from the City's website (www.ci.san-pablo.ca.us) and mail it to City of San Pablo One Alvarado Square, San Pablo, CA 94806. A completed application will be kept on file for a year from the date we receive it in the office. The application will be evaluated should a job opportunity become available anytime during the year.**

DUTIES: Duties may include but are not limited to the following:

Patrol and Traffic Safety: Patrol City in radio and computer equipped car; answer calls for service related to protection of life and property; enforce laws; conduct follow-up investigations of burglaries, accidents, and other criminal incidents; respond to traffic related calls; make arrests and interview victims, etc., as necessary; cooperate with other law enforcement agencies; prepare reports; testify in court; serve as Field Training Officer; perform related duties as assigned.

Detective: Coordinate and conduct complete and detailed investigations of crimes; participate in all normal law enforcement activities; prepare case information and investigative reports; answer questions from public; interview victims, witnesses, complainants and suspects; collect preserve and maintain evidences; develop and maintain good relationships with the public, including informants and contacts which may be useful in criminal investigations; perform related duties as assigned.

QUALIFICATIONS:

Knowledge of: Police methods and procedures, including; patrol, crime prevention, traffic control, preliminary investigation and identification techniques, equipment, jail operations, police records and reports, first aid/CPR techniques, departmental rules and regulations. Criminal law, with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies. Rules of Evidence, pertaining to search and seizure and the preservation of evidence in traffic and criminal cases.

Ability to: Observe accurately and remember faces, numbers, incidents and places; use and care for firearms; administer first aid/CPR; think and act quickly in emergencies and judge situations and people accurately; learn, understand and interpret laws and regulations; prepare accurate and comprehensive written reports; learn standard broadcasting procedures of the police radio system; learn to operate a computer terminal; establish and maintain cooperative working relationships with those contacted in the course of work; understand and carry out oral and written instructions; testify to actions and observations in court; evaluate and analyze situations and make appropriate resolution dispositions within the law and department policy.

Education and Experience: Equivalent to completion of the twelfth grade with recent experience as a Police Officer; graduation from a P.O.S.T. Basic Academy; possession of, or eligibility for, a Basic P.O.S.T. Certificate; possession of a valid California Driver's License.

APPLICATION INFORMATION AND EMPLOYEE BENEFITS

APPLICATION/SELECTION PROCESS:

Application materials may be obtained at City Hall or by calling (510) 215-3101. **A completed City of San Pablo job application form must be received by the Personnel Division on or before the filing deadline indicated on the front of the job announcement. Late applications will be automatically rejected.** The most qualified applicants will be invited to participate in the subsequent phases of the selection process consisting of one, a combination of, or all of the following: initial screening process of all applications received; written examination; practical examination; and oral interview process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Individuals must achieve a passing score in order to advance to the subsequent phases of the examination process. Final selection will be made from an eligibility list. A complete background investigation and polygraph testing will be performed on selected candidates. Having been offered employment, the successful candidate will be required to pass a City-paid pre-employment physical examination which includes drug screening, TB testing, and a pre-employment psychological evaluation.

BENEFITS:

Retirement - P.E.R.S.(Public Employees' Retirement System) 3% @ 55. In addition to employer contribution, the City pays entire required employee contribution of 9% of monthly salary.

The City provides an excellent package of differential compensation and retention incentives.

Medical Plan - City pays 100% for Kaiser and other medical plans with rates lower than Kaiser; 90% of the monthly premium for a medical plan more expensive than Kaiser; employee has a choice of P.E.R.S. Health Plan providers.

Dental Plan - Delta Dental Plan of California with orthodontia coverage for children.

Dual Medical Coverage - employees who have medical coverage through another source (e.g. spouse), have the option to receive in cash (taxable), 50% of the monthly health plan premium or to contribute the amount towards an existing Deferred Compensation Plan.

Vision Plan - VSP.

Vacation - 10 days minimum to 30 days maximum, per year.

Sick Leave - 12 days per year; the City provides an Excellent Attendance Bonus.

Life Insurance - 60,000 Policy.

Observed Holidays - 13 per year.

Floating Holiday - initially prorated based on hire date; then 1 day for the following years.

Employee Assistance Program - 15 fully paid counseling sessions per year; available to employee and eligible family members.

Credit Union - Metro One.

Educational Incentive Program.

The City will provide the required uniforms.

This position is represented by the San Pablo Police Employees' Association.

Americans with Disabilities Act (ADA): Please contact the Personnel Division on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request).

Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States.

Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace. Any applicant for City of San Pablo employment will be expected to behave in accordance with this objective because the use of alcohol and/or illegal drugs is inconsistent with the special trust placed in public employees.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

The City of San Pablo is a General Law City & is governed by a five-member City Council. The City is a community of approximately 30,215 residents which covers 2.6 square miles. The City is located in West Contra Costa County on the east side of the San Francisco Bay, 17 miles north of San Francisco and 12 miles north of Oakland along Interstate Highway 80. Government consists of: City Manager Administration (Administrative Services, Personnel, and Finance), City Clerk, Community Development (Development Services, Public Works/Engineering, Housing and Redevelopment) and Police.