



Job Information for
POLICE OFFICER (Lateral)

(A) \$6,355 (B) \$6,673 (C) \$7,006 (D) \$7,357 (E) \$7,725
Monthly Salary Range

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.

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.

Examples of 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.

Benefits:

- **Retirement** - P.E.R.S. (Public Employees' Retirement System) 3% @ 50; employee pays 3.3% of monthly salary.
- The City provides an excellent package of differential compensation and retention incentives.
- **Medical Plan** - Employee has a choice of P.E.R.S. Health Plan providers; City pays 100% for Kaiser and other medical plans with rates lower than Kaiser; City pays 90% of the monthly premium for a medical plan more expensive than Kaiser.
- **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 with no limit of accumulation; 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.
- **Short/Long-Term Disability Benefit** – provided by the California Law Enforcement Association (CLEA).
- **Employee Assistance Program** - 15 fully paid counseling sessions per year; available to employee and eligible family members.
- **Educational Incentive and Degree Program.**
- The City will provide the required uniforms.
- This position is represented by the San Pablo Police Employees' Association

Application/Selection Procedures:

Application materials may be obtained at San Pablo City Hall Human Resources Division at 13831 San Pablo Avenue, Bldg. 1, San Pablo, California, by visiting www.ci.san-pablo.ca.us or by calling (510) 215-3101. 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.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing and drug screening. Finalists who are applying for a position, which requires possession of a valid CA driver's license, are required to submit a current DMV printout.

Americans with Disabilities Act (ADA): Please contact the Human Resources 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. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. 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 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, Human Resources, Management Information Technology and Finance), City Clerk, Community Services Department (Building Services, Planning, Recreation and Redevelopment), Public Works, Engineering, and Police.

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