



Job Information for
POLICE OFFICER (Lateral)

(A) \$7,224 (B) \$7,585 (C) \$7,964 (D) \$8,363 (E) \$8,781

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** - Public Employees' Retirement System (PERS) 3% @ 50 for "classic" PERS members 2.7% @ 57 for new CalPERS members.
- The City provides an excellent package of differential compensation and retention incentives.
- **Medical Plan**- Choice of PERS Health Plan providers; City pays a portion of the monthly premium
- **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), will have the option to receive in cash, \$500 or \$350 (taxable), or to contribute the amount towards an existing Deferred Compensation Plan
- **Vision Plan/Co-Pay** - Generous benefit per fiscal year
- **Vacation** – 80 hours to 240 hours per year, depending on years of service.
- **Sick Leave** – 96 hours per year
- **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** – Generous number of 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

Applications will only be accepted online at www.CalOpps.org . Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

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. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department 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 drugfreeworkplace.

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