



*Job Information for*  
**POLICE OFFICER (Trainee / Entry Level)**  
**(A) \$6,214 (B) \$6,525 (C) \$6,851 (D) \$7,194 (E) \$7,553**  
Monthly Salary Range

**The Position:**

To attend a Peace Officer Standards and Training (POST) Certified Police Academy and undergo field training within the Police Department. This is the trainee level classification of the profession Police Series. Successful completion of a Basic Police Academy course and a Departmental field training program will permit eligibility for the position of Police Officer. Police Officer 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:** The role and function of a law enforcement agency. Computers to research and write reports. Customer service.
- **Ability to:** Learn and understand police department rules, regulations, instructions, laws and policies. Learn to properly handle and safely discharge firearms. Observe and remember names, faces, numbers, incidents, and places, and judge situations and persons accurately. Learn to operate standard police equipment and vehicles. Follow oral and written directions. Write accurate reports. Communicate effectively with people of diverse education, social and ethnic backgrounds. Establish and maintain cooperative working relationships with those contacted in the course of work.
- **Education and Experience:** Equivalent to completion of the twelfth grade, possession of a valid California Driver's License. Proof of a T-Score of 45 or greater on the POST Entry-Level Law Enforcement Test Battery (PELLETB) and proof of passing any POST certified academy physical agility test (PAT) or comparable agency equivalent. Proof of completion of the PELLETB and PAT must be attached to your application and have been completed within the past 12 months.

**Examples of Duties:**

- Duties may include, but are not limited to, the following: Attend a basic POST certified academy designed to provide an overview of the criminal justice system including laws and training in police procedures, law enforcement techniques, first aid and physical fitness. Undergo training to develop an awareness of functions and responsibilities of Police Officers and how they relate to field operations. Learn laws of arrest and pertinent local and state laws and ordinances. Perform other duties as assigned.

**Additional Information:**

- **HOW TO OBTAIN A T-SCORE AND/OR PARTICIPATE IN THE PHYSICAL AGILITY TEST:** The Napa Valley College Criminal Justice Training Center typically administers the PELLETB and physical agility test (PAT) on the 2nd Saturday of each month; the South Bay Regional Public Safety Training Consortium administers the PELLETB and physical agility test

regularly throughout the year; please check their website for specifics. The PAT is also offered throughout the state by several POST academies. Candidates must register directly with Napa Valley Criminal Justice Training Center, South Bay Regional Public Safety Training Consortium, or POST academy to take the exam; City of San Pablo does not register candidates for the exam.

Register for the exam by visiting the Napa Valley College Criminal Justice Training Center website: <http://nvccjtc.com>, or South Bay Regional Public Safety Training Consortium website: [http://www.theacademy.ca.gov/basic\\_police\\_academy](http://www.theacademy.ca.gov/basic_police_academy)

- **IMPORTANT INFORMATION:** *PELLETB T-Scores administered by other law enforcement agencies or academies will be accepted, provided the documentation is on official letterhead and dated within 1 year. City of San Pablo only accepts physical agility test results from the Napa Valley College Criminal Justice Training Center or South Bay Regional Public Safety Training Consortium dated within 1 year.*

### 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](http://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.**