

CITY OF RED BLUFF INVITES APPLICATIONS FOR

POLICE OFFICER

ANNUAL BASE SALARY RANGE: \$49,197 – \$ 62,789

APPLICATION REQUIREMENTS:

Submit the following documentation to:

**City of Red Bluff, Attn: Human Resources
555 Washington Street
Red Bluff, Ca 96080
(530) 527-2605 ext. 3051**

- 1). City of Red Bluff Employment Application
(Applications may be obtained in person or by mail at the above address)
- 2). Copy of high school diploma or G.E.D. certified scores and/or college transcripts if applicable
- 3). Copy of valid Peace Officer's Standards and Training (POST) Basic Academy certification – if currently attending academy, provide graduation date.
- 4). Copy of valid driver's license

SUBMISSION OF THE ABOVE ITEMS IS REQUIRED IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS MAY BE DISQUALIFIED.

Definition of Position

Under general supervision, to perform general police work in the prevention of crime and the enforcement of law and order; to carry out special assignments in a particular phase of police work; and to do related work as required.

Selection Procedure:

All application materials received by the final filing date will be reviewed for accuracy, completeness and job-related qualifications. A limited number of applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in the interview process. It is, therefore, important that the application be thorough, detailed, and clear. The interview and selection processes will consist of an oral panel interview, a possible second panel interview, Chief's Interview, a physical agility test, a thorough background investigation, and pre-employment medical and drug screen. An eligibility list of qualified applicants will be established following the testing and interview process. The list will be in effect for one year.

Current Benefits:

Benefits include vacation and sick leave of approximately 25 days per year; 12 paid holidays; partially paid health, dental, and vision insurance; 2.7% @ 57 PERS retirement; workers compensation insurance; bereavement; and uniform allowance.

Wages, hours, and other terms and conditions of employment are determined through a "Meet and Confer" process and are subject to the Memorandum of Understanding currently in effect. Police Officers are part of the Red Bluff Police Officers' Association. The probation period for a Police Officer is one year.

The contents of this announcement shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract or offer of employment. The City of Red Bluff assumes no responsibility for the accuracy of the position description and the actual duties of the job, nor does it assume responsibility for any errors or omissions in the information contained herein. The provisions contained in this announcement may be modified or revoked without notice.

EOE. We do not discriminate on the basis of race, Religious creed, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, sexual orientation, or age.

OPEN RECRUITMENT



Return completed application to:

City of Red Bluff
Human Resources Department
555 Washington Street
Red Bluff, CA 96080
(530) 527-2605
vcobb@cityofredbluff.org

EMPLOYMENT APPLICATION FOR LAW ENFORCEMENT

Application must be typed or printed and signed in ink. (Use black or dark blue ink. DO NOT USE PENCIL)

Position applied for: _____ Expected Rate of Pay: _____

Name: _____
LAST FIRST MI

Address: _____
STREET CITY STATE ZIP

Mailing Address: _____
STREET CITY STATE ZIP

Home Phone No.: () _____ Message Phone No. () _____
AREA CODE NUMBER AREA CODE NUMBER

E-Mail Address: _____

Driver License No.: _____ Class: _____ State Issued: _____ Expiration Date: _____

| | Yes | No |
|--|-------|-------|
| If you are hired, can you submit proof of right to work in the United States? | _____ | _____ |
| Are you at least 18 years of age? | _____ | _____ |
| Have you been discharged or forced to resign a position? (If yes, please explain circumstances below.) | _____ | _____ |

Were you previously employed by the City of Red Bluff? (List under what name and year below.) _____

Do you have any relatives working for the City of Red Bluff? (List names, relationship and department below.) _____

As an Adult have you ever been convicted of a misdemeanor or felony?
(If yes, please list charge(s), date and explain circumstances below.) _____

(Note: Conviction is not necessarily a bar to employment. Each case is given individual consideration.)

All new employees are fingerprinted to determine criminal background.

Do you possess any license, permit, certificate or are there any other experiences, skills or qualifications, which you feel would especially meet the requirements as stated on the job announcement?
Describe:

If you are **attaching a resume, please read:** In order for your application to be considered, the following section **MUST** be completed. **A resume MAY be attached, but WILL NOT be acceptable in lieu of this section.** List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent. Explain gaps between employment periods. If more space is needed, use a separate sheet prepared in the same format and attach securely.

Incomplete information MAY result in disqualification.

| | | | | | | |
|---|-----------------------------------|---------------------|----------------------------------|----------------|-------------------|---------------------|
| DATES Month-Year | PRESENT OR LAST POSITION | Company | Position held | | | |
| From | | Mailing Address | Your supervisor's name and title | | | |
| TO | | City State Zip Code | Reason for Leaving | | Phone No. | |
| May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Your Duties | | | Hours per week | |
| DATES Month-Year | NEXT PREVIOUS POSITION | Company | Position held | | | |
| From | | Mailing Address | Your supervisors name and title | | | |
| TO | | City State Zip Code | Reason for Leaving | | Phone No. | |
| May -we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Your Duties | | | Hours per week | |
| DATES Month-Year | NEXT PREVIOUS POSITION | Company | Position held | | | |
| From | | Mailing Address | Your supervisor's name and title | | | |
| To | | City State Zip Code | Reason for Leaving | | Phone No. | |
| May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Your Duties | | | Hours per week | |
| DATES Month-Year | NEXT PREVIOUS POSITION | Company | Position held | | | |
| From | | Mailing Address | Your supervisor's name and title | | | |
| TO | | city State Zip Code | Reason for Leaving | | Phone No. | |
| May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Your Duties | | | Hours per week | |
| School | Name and Address of School | Course of Study | Credits Earned | | Diploma or Degree | Grade Point Average |
| | | | Quarter Units | Semester Units | | |
| High | | | | | | |
| College | | | | | | |
| Other (specify) Business, Trade, etc. | | | | | | |

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ACCOMPANYING MATERIALS ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSIONS OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS TO EMPLOYMENT WITH THE CITY OF RED BLUFF REGARDLESS OF MY LENGTH OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED. I AUTHORIZE THE RELEASE OF PERTINENT INFORMATION TO THE CITY BY EMPLOYERS AND EDUCATIONAL FACILITIES. THIS APPLICATION WILL BE GOOD FOR 180 DAYS.

Signature of Applicant _____
(Use ink, required for application to be complete)

Date _____

Position applied for: _____

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (Voice and TDD)

COMPLETION OF THIS FORM IS VOLUNTARY

APPLICANT: The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will be not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Please check one box only for the ethnicity category you most closely identity with:

- Hispanic or Latino
- Not Hispanic or Latino

Please check one box only for the gender category you most closely identity with:

- Male
- Female

Please check one box only for the race category you most closely identity with:

- American Indian or Alaskan Native

- Asian

- Black

- Native Hawaiian or Other Pacific Islander

- White

Position applied for: _____

I first learned of this job opening through (check one only):

- A friend or relative
- The City's Personnel Division-Job Line or Walk In
- Contact with a City Department Employee
- If Department, specify which _____
- Interest Card notification
- An advertisement (specify which newspaper, publication, TV, or radio station) _____
- Other means

(specify) _____

Do you have any physical condition or handicap which may limit your ability to perform the job applied for? [] YES [] NO

Name (Print) Signature Date

If yes, what can be done to accommodate your limitations and, if necessary, to provide assistance in the testing process?
If you have special needs, please list and call (530) 527-2605 ext. 3051.

"This institution is an equal opportunity provider"
***This is an Equal Opportunity Program. Discrimination is prohibited by Federal law.
Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250.***

CITY OF RED BLUFF

CLASS SPECIFICATION POLICE OFFICER

GENERAL PURPOSE:

Perform all classes of law enforcement work. Duties include, but are not limited to, performing general police work in the prevention of crime and the enforcement of law and order; to carry out special assignments in a particular phase of police work; and to do related work as required. Enforce State and Local laws; issue citations; make arrests; testify in court; knowledge of laws and court procedures.

SUPERVISION RECEIVED:

Works under the direct supervision of a Police Sergeant and/or Police Corporal; and under the general direction of the Police Captain who is the Operations Division Commander.

SUPERVISION EXERCISED:

As Assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Duty Assignment:

Patrols the City in radio equipped car, answers calls for the protection of life and property and the enforcement of City, County and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, death and other criminal incidents; makes arrests as necessary; interviews victims, complainants, witnesses and suspects; gathers and preserves evidence; testifies and presents evidence in court; administers first aid; contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders; prepares reports of arrests made, investigations conducted and unusual incidents observed; serves warrants and subpoenas; while on patrol, stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices; issues citations and makes arrests as necessary; checks buildings for physical security; attends and polices special events and other emergency or congested situations; maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public; performs related duties as assigned.

Provides traffic control at vehicle accidents, special events or other emergencies; may be assigned to patrol on bicycle, horseback, motorcycle or on foot.

DESIRED MINIMUM QUALIFICATIONS:

Knowledge of:

Knowledge of principles and practices of department rules and regulations; criminal law; apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to search and seizure and the preservation of evidence; police methods and procedures related to patrol, philosophy of community oriented policing and problem solving, traffic control and investigation techniques; laws and court procedures; effective written and oral communications skills; police department accounting and budgeting procedures, City and Department policies, rules and regulations; and effective public relations skills.

Ability to:

Interact effectively with the public and other employees. Work and be responsible for an assigned area of responsibility; analyze situations and adopt effective courses of action; interpret and apply laws and regulations; prepare clear and concise reports; operate a police vehicle safely; properly use a police radio; effectively operate a variety of computers and computer related technologies; proper use and care of firearms and other protective equipment; communicate effectively, both orally and in writing; maintain positive, cooperative and effective relationships with other employees, supervisors and management.

Education:

Any combination of training and experience that provides the required knowledge, skills and abilities necessary for the position; typical education would include a high school diploma or equivalent; Candidates shall have met the minimum educational requirement for the position of police officer; successful completion of a California POST accredit Police Academy and a High School Diploma and/or GED. Desired education would include, but not be limited to, an Associate in Arts/Science Degree and /or Bachelor in Arts/Science degree. Other relevant education would be considered as well.

Experience:

Possession of a California POST Basic Police Academy Certificate.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is regularly required to talk or hear. Employee is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel or crouch.
- While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
- Employees must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT: Work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbents in this classification are required to work on a shift schedule, including weekends and holidays, which are subject to being changed on short notice.
- Employee may at times work indoors for only 10% of the time and work outdoors for as much as 90% of the time (including time spent in a patrol car or other police vehicle). Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to a docile position. The job can be very fast paced and may require quick changes in pace within a short period of time.
- While performing the duties of this job indoors, the work environment is generally in a temperature controlled office.
- Employees regularly work outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result injury, death or use of deadly force on others.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises, including but not limited to, emergency vehicle sirens, gun fire, shouting and yelling.

SPECIAL REQUIREMENTS:

- Within one year of appointment apply for and receive a California P.O.S.T. Basic Certificate.
- Upon being hired the employee must successfully complete and pass the Red Bluff Police Department Field Training (FTO) program.

SELECTION GUIDELINES:

A formal application, rating of education and experience, oral interviews and references check; job related tests may be required. The successful candidate must be able to pass a pre-employment medical physical and drug/alcohol test.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the contents of this job description and agree to them as written.

Signature

Date

Printed Name