City of South Gate

www.cityofsouthgate.org
8650 California Avenue • South Gate, CA • 90280 • (323) 357-9699

POLICE OFFICER - Recruit

OPEN RECRUITMENT

This recruitment will establish an eligibility list for future openings

Salary Range: **$3,746 - $4,553 per month**

Application Deadline: ***Applications will be accepted on a continuous basis and may close at any time without advance notice. You are encouraged to apply immediately.***

INTRODUCTION: This is your opportunity to enter the interesting and demanding profession of law enforcement with the South Gate Police Department. The City of South Gate offers the best in training, salary, and benefits to active, intelligent, and dedicated men and women. The South Gate Police Department offers diversified assignments including patrol, traffic enforcement, criminal investigation, narcotics, public relations, crime prevention, K-9 detail, and administrative services.

The City of South Gate is approximately 10 miles southeast of the Los Angeles Civic Center. The 98,000+ residents are encompassed within an area of 7½ square miles. South Gate is home to several industries, as well as, vibrant and diverse residential neighborhoods. The Police Department employs 80 full-time and 4 part-time sworn employees, 37 full-time and 24 part-time civilian employees. Headed by a Chief of Police and two divisional Captains, the department is very proud to have some of the best trained police officers in Southern California, and is committed to treating its citizens with respect and to provide the highest level of public safety and service.

POSITION DESCRIPTION: Under general supervision, to attend the prescribed Basic Police Academy; to maintain acceptable grade levels and to achieve graduation; to participate in any and all field exercises as directed and to do related work as required.

EXAMPLE OF DUTIES: Attends Academy classroom instruction on police policies, procedures, weaponless defense, criminal and civil law, physical fitness techniques, use of firearms, arrest procedures, community relations, operation of emergency vehicles and other mandated courses and related subjects; participates in field exercises and physical training routines; keeps and writes notebooks, reports, and other printed material and records; is available and open to the learning process with the goal of Police Academy graduation and eventual meaningful service to the Police Department.

QUALIFICATIONS: **Formal Training & Experience:** Any combination equivalent to graduation from high school. Must possess a California Class C driver's license and proof of insurance. Must be a citizen of the United States or have applied for citizenship. Must be 21 years of age at the time of appointment. Must be a U.S. citizen, OR permanent resident alien who is eligible for and has applied for citizenship. Citizenship must be obtained within three years of appointment. English/Spanish bilingual skills highly desirable. This is a terminal class. The recruit must graduate from the Police Academy and fulfill all other requirements, in which case he/she shall advance to the rank of Police Officer. Failure to meet graduation or other requirements shall result in termination. **Physical Standards:** Height and weight correlations must be in proper proportion according to current medical standards. Normal color vision. Visual acuity of 20/70 in each eye correctable to 20/30 in each eye. Ability to pass a physical endurance and agility examination.

KNOWLEDGE, SKILLS, AND ABILITIES: ***Knowledge of:*** the organization, operation, rules and regulations of the Police Department; principles and techniques of police administration including traffic control, crime prevention, crowd disturbances and delinquency; rules of evidence; laws, ordinances and regulations affecting the work of the Department including custody of prisoners, arrest and court procedures; criminal investigation and case preparation; technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control and safety, record keeping and care and custody of persons and property; community policing policies and philosophy; community relations; governmental structure/organization of the City of South Gate and interrelations of the Police Department; principles and practices of personnel management, supervision and leadership. ***Ability to:*** read and understand departmental policies, rules, instructions, laws, regulations and police literature; ability to analyze situations and adopt a quick, calm, effective and reasonable course of action in situations involving emotional or physical pressures; ability to write clear and accurate reports; remember names, faces and details or incidents; ability to establish and maintain effective relationships with others; ability to interact tactfully, effectively and sensitively with City Officials, Officials of other organization, members of other agencies, community organizations, community leaders, the media and especially the public; ability to understand and be sensitive to the needs and concerns of ethnic and cultural groups in the City; and the ability to evaluate sensitive situations quickly and initiate appropriate action to diffuse situations and/or resolve problems. Skill in the operation of a variety of office equipment, including computer; ability to type 25 words per minute net.

SELECTION PROCESS: The testing of Police Officer will include the following:
WRITTEN TEST: Qualifying - The written test will be a 100 item multiple choice test. Candidates must obtain a passing qualifying score on this test in order to proceed to oral interview.
PHYSICAL AGILITY: Qualifying –The agility test is to evaluate the candidate's endurance, strength, agility and speed.
ORAL INTERVIEW: 100%
BACKGROUND: Prospective employees are also subject to and must successfully pass a thorough and extensive background investigation, which will include a polygraph examination. Prospective employees will receive a complete medical examination, including a stress EKG, drug/alcohol screen; and psychological evaluation, prior to appointment.
HIRING INTERVIEW: Prospective employees will be interviewed by the Chief of Police and must successfully pass this interview to proceed in the process.

APPLICATION PROCEDURE: City applications are available through the Personnel Department and on the City's website at www.cityofsouthgate.org. If desired, candidates may submit supplemental information such as a resume. Completed applications must be submitted to the Personnel Department. **This position is open on a continuous basis and may close at any time without advance notice.**

EQUAL OPPORTUNITY EMPLOYER: The City of South Gate is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

EXAMINATION INFORMATION

EXAMINATION: This examination is open to any person who meets the qualifications stated on this announcement. **Only the most qualified applicants will be invited to continue in each phase of the examination process.** A qualifying grade of 70% is required for each phase of the examination. Applicants with a disability requiring special assistance in any phase of the application or testing process should advise the Personnel Department upon submittal of application. Every effort will be made to provide a reasonable accommodation where requested, and such a request will have no bearing on any hiring or employment decision.

PERSONAL QUALIFICATIONS: All candidates must possess the qualifications generally recognized as essential in public employees, including integrity, initiative, dependability, courtesy, good judgment and ability to work with others. It is the policy of the City to require a clear record of all candidates making application for employment with the City of South Gate.

MEDICAL/DRUG TESTING REQUIREMENTS: Successful passing of a medical examination is required of any applicant prior to being appointed to a position. The City requires pre-employment drug testing. The medical exam and drug test cost will be paid by the City. Candidates are cautioned not to quit their jobs or give notice to their current employers until they are determined to be medically qualified. The City of South Gate is committed to maintaining a drug free workplace. Smoking is restricted in City Hall and all City-owned and operated facilities.

APPLICATION VERIFICATION: All statements given in the Application for Employment are subject to verification. Each applicant selected for employment must be able to provide transcripts, diplomas and/or certificates verifying education and/or training.

CITIZENSHIP: Must be a U.S. citizen, OR permanent resident alien who is eligible for and has applied for citizenship. Citizenship must be obtained within three years of appointment.

FINGERPRINTING AND IDENTIFICATION CARD: Applicants will be fingerprinted during the processing period. Fingerprinting will be checked with the California State Bureau of Investigation and other agencies. Photographs will be taken of full time employees for their identification card and personnel file.

LOYALTY OATH/AFFIRMATION: All municipal employees are required to sign a loyalty oath or affirmation.

NEPOTISM: Related by Blood or Marriage: Relatives of existing employees will not be eligible for employment with the City if potential supervision, safety, security or morale problems exist; or if potential conflicts of interest exist. Relatives include an employee's parents, child, spouse, brother, sister in-laws and step relationships.

APPEALS: Any query or appeal regarding the announcement, holding or scoring of exams or preparation of the eligible list may be accomplished by filing an appeal in writing within ten (10) days of the event to the Personnel Officer and his decision is final.

BENEFITS INFORMATION

RETIREMENT: The employee will become a member of the California Public Employees' Retirement System (CalPERS). Current members receive highest one (1) year compensation and are provided a 2.7% @ 55 formula benefit; the City pays 4% employee contribution. The City does not participate in the Social Security System.

New members are provided a 2% @ age 62 formula benefit, highest three (3) year compensation. For the first six (6) months, employees pay the 8% employee contribution. After six (6) months the employee pays 4.0 % of their contribution with the City contributing the remaining 4.0% of the employee's contribution.

MEDICAL INSURANCE: Employees have a choice of plans offered by the Public Employees' Retirement System Medical and Hospital Care Act. Employees' cost varies depending on the plan chosen and number of dependents, but is as low as no cost for employee only.

DENTAL INSURANCE: Dental coverage is provided to all employees and dependents with a maximum amount paid by the City (currently no cost to employee and dependents for prepaid plan). Indemnity Insurance is available.

LIFE INSURANCE: New employees are entitled to $50,000 life insurance at no cost to employee.

SICK LEAVE	VACATION LEAVE	HOLIDAY LEAVE
120 hours/year	1 year - 80 hours/year 5 years - 120 hours/year 10 years - 160 hours/year	130 hours/year & days between Christmas Eve – New Years Day

Sick Leave may be accrued to a maximum of 600 hours (Payoff provisions differ by bargaining unit). Vacation Leave may be accrued to a maximum of 240 hours (Payoff provisions differ by bargaining unit).

BILINGUAL PAY: The City will provide additional pay for employees assigned as bilingual English/Spanish specialists: Compensation is assigned at either $75 or $100 per month for bilingual skills utilization. Assignment is based upon departmental need, the availability of budgeted funds, and the successful passing of an examination.

OTHER BENEFITS: Mandatory SDI, Medicare, voluntary Credit Union, Deferred Compensation, Physical Fitness Membership (South Gate Sports Center). The above information does not represent an employment contract and is only intended as general information of the current employment benefits and conditions. **MEA 01/2013(A)**