City of South Gate

www.cityofsouthgate.org
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POLICE OFFICER

OPEN RECRUITMENT

This recruitment will establish an eligibility list for future openings

Salary Range: **$4,982 - $6,358 per month**

Application Deadline: All applicants must submit a completed employment application to the Personnel Office or the Police Department. **This position will remain open until filled.**

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, police officers enforce laws and ordinances, prevent crime, protect life and property, maintain order and perform related work as required. Police officers may be required to work varied shifts, weekends, and holidays. Police officers must be able to testify as a credible witness.

EXAMPLE OF DUTIES: Patrols assigned areas by car, foot, bicycle or motorcycle; performs crime suppression and prevention activities; makes arrests, issues citations, serves subpoenas, and warrants; gives directions and answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints, including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances. Performs selective enforcement when assigned, responds to radio calls messages or telephone instruction; appears at scenes of accidents, disorders, or crimes; notes and reports traffic hazards; investigates and prepares reports on accidents, offenses and damages to property. Assists in booking and releasing prisoners; transports prisoners; appears in court on and off duty as the arresting officer; interrogates persons whose actions are suspicious; performs initial investigations of crime and violations reported. Regulates traffic, enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; reports unsafe or hazardous conditions; requests objects which may endanger traffic be removed from the streets; performs crowd control, special event or riot duties; may act as a dispatcher or jailer, assists in crime prevention activities and the control of juvenile delinquency; counsels and educates the community; administers first aid in cases of emergency. Attends special training classes and target practice. Establishes positive working relationships with representatives of community organizations, associations, City management, staff and the public.

QUALIFICATIONS: **Formal Training & Experience:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for a Police Officer. Any combination equivalent to graduation from high school. Applicants must be graduates of a P.O.S.T. Basic Police Academy. 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. English/Spanish bilingual skills highly desirable. Must be 21 years of age at the time of appointment. Must obtain and maintain a valid Basic Peace Officer's Standards and Training Certificate within eighteen (18) months of hire. **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 accurately type 25 words per minute.

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 UNTIL FILLED.**

EQUAL OPPORTUNITY EMPLOYER: The City of South Gate in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex or sexual orientation in its employment actions, policies, procedures or practices. **SPECIAL NOTE**: The Immigration Reform and Control Act of 1986 requires that you must be a U.S. Citizen or an alien lawfully authorized to work in the United States who has applied for citizenship to be eligible for hire.

Persons needing reasonable accommodation to participate in the hiring process should notify the Personnel Department. The Personnel Department may waive any phase of the testing process depending upon the number of applicants.

Updated: 01/14/13.

EXAMINATION INFORMATION

EXAMINATION: This examination is open to any person who meets the qualifications stated on this announcement. 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. 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.

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 year compensation and are provided a 3% @ 50 retirement formula; the City pays 4.5% employee contribution. The City does not participate in the Social Security System.

As of 01/01/2013, this position may be subject to newly passed Public Employees' Pension Reform Act of 2013 (AB 340). New members are provided a 2.7% @ 57 formula benefit, highest three (3) year compensation. For the first six (6) months, employee pays the 9% employee contribution. After six (6) months, the employee pays 4.5% of their contribution with the City contributing the remaining 4.5% 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. Employee 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: Sworn employees are entitled to $5,000 basic life insurance and $100,000 AD&D insurance at no cost to employees.

UNIFORM ALLOWANCE: Sworn Police Officers receive a $1,000.00 allowance per fiscal year.

P.O.S.T. CERTIFICATE PAY: Sworn employees are eligible for additional pay of their base salary for POST certifications, as follows:

Intermediate	+5% of Range 28
Advanced	+11% of Range 28
Specialty Pay	+5% of Range 28

BILINGUAL PAY: Employees who are designated for verbal and/or written translation of Spanish or Korean are eligible for additional compensation at the rate of $100 per month. This is contingent upon the successful passing of a bilingual skills examination, the availability of budgeted funds, and as the need for such skills exists within the department.

TUITION REIMBURSEMENT: Employees may qualify for reimbursement of educational expenses (*books & tuition*) if the course(s) will benefit the City of South Gate. This program provides up to $2,500 per fiscal year.

VACATION LEAVE: (*Based on years of service*)
1-5 years of service ..... 88 hours
5-10 years of service .....120 hours
10 or more years of service .....160 hours

SICK LEAVE: 156 hours per year

HOLIDAY LEAVE: 110 hours per year

PHYSICAL FITNESS LEAVE: Voluntary program wherein sworn employees can earn additional leave of up to 40 hours per year, in accordance with a Department administered fitness program.

ADDITIONAL BENEFITS: South Gate Employees' Credit Union membership; deferred compensation; direct deposit; physical fitness membership (*SG Sports Center*); mandatory SDI, Medicare; recreation and amusement park discounts.

The above information does not represent an employment contract and is only intended as general information of the current employment benefits and conditions.

POA 2013