

**POLICE OFFICER/ENTRY LEVEL
NON CIVIL SERVICE
SALARY: \$5,287 - \$6,910 PER MONTH (6 STEPS)
PLUS AN EXCELLENT BENEFITS PACKAGE WHICH INCLUDES
CITY PAID 9% EMPLOYEE CONTRIBUTION TO *PERS***

FINAL FILING DATE: OPEN UNTIL FILLED

Definition:

Under immediate supervision, attends a police officer training academy certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.), and receives training required to become a police officer; participates in departmental training activities; and performs related work as required.

Distinguishing Characteristics:

This is a non-sworn, civilian position, designed solely to prepare the applicant to become a Police Officer with the City of Vernon. Upon successful completion of all training at the academy, the applicant will be eligible for consideration for appointment to the status of full time SWORN Police Officer. Applicants who do not successfully complete all the training at the academy will be automatically terminated from employment with the City without the right of appeal of the termination. Sworn officers patrol an assigned area in the prevention of crime and the enforcement of law and order; carry out special assignments in the protection of life and property; and performs related work as required.

Examples of Duties:

Attends a police academy in accordance with the City's requirements to receive training in various aspects of police work; learn law enforcement practices, procedures, and techniques; receives training in first aid; attends classes on police subjects; writes and keeps notes and reports on training received; participates in physical conditioning exercises; participates in departmental training, including field exercises. A sworn officer patrols an assigned area in a police unit, on a bicycle or on foot in order to enforce laws and regulations; makes arrests, issues citations and gives verbal warnings; answers radio calls and responds to routine and emergency calls and complaints; initiates enforcement activity directed toward preventing crime; checks the security of commercial, public and private property; investigates suspicious vehicles or persons; provides traffic enforcement and education; directs traffic; conducts initial and follow-up investigations including the gathering, labeling and preservation of evidence and the questioning of suspects and investigative findings, searches, maintains and transports prisoners; testifies effectively in court proceedings and works cooperatively with other representatives in the community; counsels and educates the community. May be assigned to work as a Field Training Officer, Detective, or other staff assignment; works on a rotating shift basis.

MINIMUM QUALIFICATIONS

Age: Must be 20 years of age at time of appointment.
Education: Must be a high school graduate or possess a general education certificate (GED).
License Requirements: Must possess a valid California Motor Vehicle Operator's License. Class "C". Must be a U.S. citizen or permanent resident alien who is eligible for and has applied for U.S. citizenship.

Minimum Requirements Prior to Entering the Police Officer Training Academy:

Normal Hearing. Vision must be 20/70 Maximum, Correctable to 20/20 with normal color acuity. Weight must be in proportion to height. Must meet established medical and psychological standards; must pass an oral interview, polygraph examination, and a thorough background investigation as established by the department.

Ability to understand and follow departmental policies, rules, instructions, laws, regulations, and police literature; quickly analyze situations and adopt an effective and reasonable course of action, write clear and accurate reports; maintain confidential information; understand and follow written and oral directions; learn and maintain defensive tactic skills; learn the proper use and care of automobiles, bicycles and firearms; use force when necessary to enforce the laws, but with the maturity and judgment to always use the least amount of force possible to gain compliance, remember names, faces, and details of incidents; fairly enforce the law without regard to prejudices, personal feelings, or political beliefs.

Selection process: A written examination (qualifying only) will be administered to evaluate all portions of the above described knowledge and abilities. A physical agility examination (pass/fail) will be administered to evaluate the applicant's physical condition. An oral examination will be administered to evaluate personal qualifications, background and suitability.

Applications are available at and must be submitted to:

**CITY OF VERNON
PERSONNEL
4305 SANTA FE AVE.
VERNON, CA 90058
(323) 583-8811 Ext. 323
Job Hotline (323) 826-1412
Monday through Thursday, 7:00 A.M. to 5:30 P.M.**

EMPLOYMENT INFORMATION

<u>APPLICATIONS:</u>	Applications must be filled out completely and must clearly show that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes/facsimiles are not accepted in lieu of an official City application.
<u>MEDICAL STANDARDS:</u>	A job related medical examination, drug screen and psychological evaluation will be required at City expense and performed by a City designated physician.
<u>INSURANCE:</u>	Medical, Dental, Vision and Life Insurance coverage is available to employees and dependents. The City pays all premiums except dependent vision care. City contributes \$23.04 per month towards auto insurance with proof of insurance coverage.
<u>LIFETIME MEDICAL:</u>	Police Officers who have been employed as Sworn Safety Personnel for a minimum of (20) years and minimum of (10) years of that service has been in the employ of the City of Vernon shall receive lifetime medical for themselves and their spouses.
<u>VACATION:</u>	120 hours per year after 1 st year, 160 hours after 10 years.
<u>SICK TIME:</u>	Sick time is accrued at 3.08 hours per pay date for a max of 80 hours per year
<u>HOLIDAYS:</u>	80 hours In-Lieu holidays per fiscal year (July 1 st).
<u>RETIREMENT:</u>	Public Employees Retirement System (CHP Plan- 3% at 50) paid by the City.
<u>CERTIFICATES:</u>	3 % for Intermediate P.O.S.T. certificate or 6% for advanced P.O.S.T. certificate.
<u>LONGEVITY:</u>	On completion of 5 consecutive years of full-time work, employee will receive a one-time 5% longevity increase.
<u>BILINGUAL PAY</u>	\$125.00 a month to employees who successfully pass the bilingual proficiency examination for Spanish.
<u>WORK SCHEDULE:</u>	3/12 plan: Three (3) twelve and one-half (12 1/2) hour days per week; one (1) - ten (10) hour payback per 28 day pay cycle
<u>CREDIT UNION:</u>	Employee credit union is available.
<u>DEFERRED COMPENSATION:</u>	457 plan available
<u>TUITION REIMBURSEMENT:</u>	Available to those employees who satisfactorily complete job related college courses (\$2,200 per fiscal year) after successful completion of probationary period.

EMPLOYMENT CONDITIONS

No employee shall knowingly or intentionally engage in or permit any employee of the City of Vernon to engage in, the smoking of tobacco products in an enclosed space operated by the City of Vernon. Employees who desire to smoke must do so during rest and lunch breaks away from the premises.

The City of Vernon does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services. All employment positions in the City of Vernon are **Non-Civil** service. All appointments are made by the City Council. Persons employed by the City of Vernon serve at the will and pleasure of the City Council, do not have any property or vested right to their position and may be terminated at any time without cause or recourse. The City has a nepotism policy which may preclude employment of certain family members of current employees of the City. All employees serve a minimum of one year evaluation period.

The information herein does not constitute either an express or implied contract and these provisions are subject to change.