

READY FOR THE CHALLENGE?

POLICE OFFICER

LATERAL / ACADEMY GRADUATE

CLOSING DATE: *CONTINUOUS TESTING*



**Personnel Department
1 Civic Center Drive
Scotts Valley, CA 95066**

*The City Of Scotts Valley is an Affirmative Action/Equal Opportunity Employer.
Women, minorities and persons with disabilities are encouraged to apply.*

LATERAL / ACADEMY GRADUATE: *\$5,798 per month (*includes an automatic 8 hrs straight time each month due to 3/12 shift and 9.5 hrs straight time for monthly holiday pay) or salary step dependent upon experience. Requires possession of a current academy completion certificate awarded by the California Commission on Peace Officers Standards and Training. **A photo copy of your certificate must be attached to your application.** (Note: If you are currently enrolled in an academy, you may apply at this level if your graduation date is within our expected date of hire. You must submit a letter from your academy showing your expected date of graduation with your application).
(Salary Range: *\$5,798 - \$7,048)

BENEFITS:

RETIREMENT: CalPers Retirement System; Lateral - dependent on current CalPers formula, Entry level or new to CalPers system - 2.7% at 57.

HEALTH INSURANCE: Medical / Prescription; premiums paid by the City up to Blue Shield premium amount. Dental / Vision premiums paid by the City of Scotts Valley.

LIFE INSURANCE: \$50,000 double indemnity policy; paid by the City of Scotts Valley.

LONG-TERM DISABILITY: Premiums paid by the City of Scotts Valley.

UNIFORM ALLOWANCE: Fully provided by the City of Scotts Valley, including cleaning.

VACATION: Full-time employees are eligible for 80 hours of vacation per year up to 5 years of service; 120 hours from 5 to 10 years of service; 160 hours for 10 years of service; and 168 hours for 15 or more years of service.

HOLIDAYS: Full-time employees are required to work holidays; however, are compensated at a rate of 4 additional straight time hours when a holiday falls on their 12 hour working shift.

SICK LEAVE: Unlimited sick leave accumulation at ninety-six hours per year. The City has a sick leave buy-back incentive program.

PRE-TAX DEDUCTIONS: The Flexible Spending Account allows employees to make pre-tax deductions for allowable medical expenses not covered by the medical plan. The Dependent Care Assistance Program allows employees to make pre-tax deductions for dependent care.

BILINGUAL PAY: The City shall provide a monthly allowance of \$200 for bilingual speaking skills, upon the recommendation of the Chief of Police.

EDUCATION INCENTIVE: Upon completion of FTO, sworn personnel are eligible for the following monthly education incentive compensation: AA/AS: \$150; BA/BS: \$250; MA: \$300.

OTHER BENEFITS INCLUDE: Access to credit union, tuition reimbursement for job-related courses approved by the Chief of Police, employee membership in Operating Engineers' Local Union No. 3, direct payroll deposit, deferred compensation plan, and retiree medical benefit.

In addition to the above listed employee benefits, you may also be eligible for up to \$7,000 in added incentives which include:

- **ACADEMY REIMBURSEMENT:** Up to \$5,000 over 3 years.

- **RELOCATION / INCENTIVE:** \$2,000 upon hiring.

SCHEDULE: All police patrol personnel currently work a 12 hour / 3-4 day work schedule.

APPOINTMENT:

Any candidate selected must pass a pre-employment medical, psychological, and polygraph exam administered by City-selected personnel before hire. Candidates must be fingerprinted and take a loyalty oath as required by the State of California at the time of hire. Appointments to regular positions are subject to an 18 month probationary period which is considered a part of the selection process. Probationary employees may be terminated without recourse during this period.

MINIMUM QUALIFICATIONS:

- High school graduation or G.E.D. certificate/equivalent.
- Proof at time of application that candidate will be 21 years old by date of hire.
- Must be U.S. citizen or must have applied for citizenship and will obtain citizenship within 3 years.
- Record free of any felony convictions.
- Must reside or be willing to relocate within a 60 minute drive to the police department.

Physical Condition:

-Physical health, strength, and agility necessary to meet the physical demands of police work, as determined by a physical agility test and a medical exam based on current California's Commission on Peace Officers Standards and Training (POST) guidelines.

-Applicants that have not had corrective surgery, and do not wear contact lenses or glasses must have 20/40 or better vision. Applicants wearing glasses must have 20/20 vision in each eye and 20/40 or better in worst eye without glasses. Applicants wearing hard contact lenses are not allowed unless vision is 20/40 or better in worst eye. Applicants wearing soft contact lenses must be 20/20 in each eye, 20/200 or better in each eye without lenses, and applicant must have successfully worn soft lenses for one year. Applicants that have had corrective surgery must have 20/40 vision or better without contact lenses and surgery must have been performed at least one-year prior to date of application. Depth perception, peripheral vision and color discrimination must be free of significant deficiencies and within guidelines established by POST (refer to vision standards sheet for details).

License / Certificates:

- Valid California Motor Vehicle Operator's License (Class C /Class 3).
- Possession of a current academy completion certificate awarded by the California Commission on Peace Officers Standards and Training or submit a letter from your academy showing your expected date of graduation with your application . **A photocopy of the certificate must be attached to the employment application.**

THE POSITION:

Police officers perform any combination of the following duties, depending on specific assignment; patrol the city in radio dispatched vehicles and on foot; answer calls for protection of life and property; enforcement of City, State and Federal laws; traffic law enforcement; operate radar equipment; suppress crime by interrogation of suspicious persons, observe unusual situations on patrol beat, and settle disputes and arguments. Perform traffic control, accident investigation, render emergency assistance to citizens in need of immediate help; transport prisoners; serve warrants, participate in investigations of felonies and misdemeanors; interview persons involved in crimes and accidents; document incidents utilizing computers; perform security checks of public, commercial and residential buildings; observe assigned area for suspicious activities and unsafe conditions; provide assistance to other officers and law enforcement agencies.

THE DEPARTMENT:

The Scotts Valley Police Department serves a community of over 11,000 citizens. During work hours, the population may swell to over 30,000. There are 22 sworn police officers assigned to such areas as patrol, traffic enforcement, investigations, juvenile, training, and Special Weapons and Tactics (SWAT). The Scotts Valley Police Department is a service oriented agency.

APPLICATION AND TESTING PROCESS:

Applicants are required to fill out and complete a City application form. To obtain the required City application, call or write the Police Department's Administrative Secretary at 1 Civic Center Drive, Scotts Valley, CA 95066, (831) 440-5649 or one may be obtained from the city's website at www.scottsvalley.org.

Hearing-impaired individuals can access the Department's TDD machine by calling (831) 440-5670. Applicants needing special accommodations for testing should submit a request to Personnel at the time of application. After reading this announcement, if you have further questions, call (831) 440-5649.

Candidates will be required to participate in a pre-screening interview. Those who pass the pre-screening interview will be placed on an eligibility list until such time as a position is available. Upon availability, eligibility list candidates will be invited to a selection interview to assess an applicant's experience, education, judgment, oral communication skills and interpersonal skills.

All candidates who receive a score of 80% or more on the selection interview will be placed on a hiring list. As openings occur, top candidates will be selected for a background investigation in accordance with the POST Commission and Peace Officer Background Investigations Guidelines.

Candidates will also be required to successfully complete, to the satisfaction of this department, a polygraph test administered by a licensed polygrapher, a psychological exam given by a City selected psychologist and a medical exam by a City selected physician (to include a back X-ray and general physical examination). In addition to the qualifications noted above, suitability for employment will also be based on the following POST job dimensions: moral character, handling stress and adversity, work habits, interactions with others and intellectually based abilities.

If you are presently a California peace officer, you may be eligible for the following benefits:

STARTING SALARY: You would not start at a step lower than your present pay step, except that Top Step is the highest step anyone can attain.

LATERAL HIRE SICK LEAVE CREDIT: You may retain any sick leave you have accrued at your present department; however, this may not exceed 300 hours. This will make you eligible to participate in our annual sick leave buy back program where you may 'sell' up to six days of sick leave back to the city the first of every December.

LATERAL HIRE VACATION CREDIT ADJUSTMENT: Newly hired police officers generally earn 80 hours of annual vacation each year for the first five years, 120 hours per year for years six through ten, and 160 hours per year for years eleven and above. Lateral hires are eligible for a vacation credit adjustment that would include the number of years previously employed as a police officer when calculating our vacation accrual formula. For example, an officer with more than five but less than ten years experience as a POST certified employee at the time of hire is eligible to earn 120 hours of annual vacation.

PRE-EMPLOYMENT POLICY REGARDING ILLEGAL USE OR POSSESSION OF DRUGS

Note: For the purposes of this policy, an adult is defined as someone 18 years of age or older.

- A. The following types of illegal drug use or possession will be considered **automatic disqualifiers** in the pre-employment selection process for sworn police personnel, with no exceptions.
1. Any adult use or possession of a drug classified as a hallucinogenic within seven (7) years prior to application for employment.
 2. Any adult use or possession of marijuana within two (2) years prior to application for employment.
 3. Any other illegal adult use or possession of a drug not mentioned above, (including cocaine) within three (3) years prior to application for employment.

4. Any illegal adult use or possession of a drug while employed in the capacity of a police officer, licensed security officer, military police, or as a student enrolled in college accredited courses of/or related to the criminal justice field.
 5. Any adult manufacture or cultivation of a drug.
 6. **Failure to divulge to the Police Department during the background investigation any information about personal illegal use or possession of drugs.**
- B. The disqualification of a police officer candidate for the following types of illegal drug use or possession will be considered in relationship to the overall background of that individual:
1. Any illegal juvenile use or possession of a drug.
 2. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above; e.g., marijuana use longer than two (2) years ago or cocaine use longer than three (3) years ago.
- C. All information obtained during a background investigation is confidential and will not be released to candidates or others.

MAP FOR ORAL BOARD EXAMINATION

Hwy 1 North; Proceed and take the Hwy 17 North exit; proceed approximately five to six miles to the Mt. Hermon Road/Scotts Valley exit. Go over the overpass and proceed on Mt. Hermon Road to the third stop light, Scotts Valley Drive. Turn right on Scotts Valley Drive and proceed to the third stop light, Civic Center Drive. Turn left on Civic Center Drive and follow the signs to the City Hall facility.

Hwy 17 South; take the Granite Creek, Scotts Valley exit; proceed to the stop light. Turn left on Scotts Valley Drive. Proceed to the fifth stop light, Civic Center Drive. Turn right on Civic Center Drive and follow the signs to the City Hall facility.

Hwy 17 North; proceed to the Mt. Hermon Road/Scotts Valley exit. Go over the overpass and proceed on Mt. Hermon Road to the third stop light, Scotts Valley Drive. Turn right on Scotts Valley Drive and proceed to the third stop light, Civic Center Drive. Turn left on Civic Center Drive and follow the signs to the City Hall facility.

