



CITY OF WALNUT CREEK
invites applications for the position of:

Police Officer- Academy Certified Trainee

An Equal Opportunity Employer

SALARY: \$85,739.42 - \$104,169.52 Annually

CLOSING DATE: Continuous

POSITION DESCRIPTION: **Police Officer – ACT (Academy Certified Trainee - currently accepting applications). First review of applications will be 07/26/2017**

- Applicant is currently enrolled in or has successfully graduated from a California P.O.S.T. approved academy (within the past 3 years),

OR

- Applicant is currently employed in a sworn capacity with a California law enforcement agency but has not yet completed probation

OR

- Applicant has previous experience (more than 3 years prior) in a sworn capacity in a California agency and has obtained a current P.O.S.T. Recertification

The Walnut Creek Police Department is a professional police organization of 78 sworn and 35 professional staff dedicated to providing a high level of service. The department views itself as responsible for the protection of Constitutional rights and maintenance of safety and security for all citizens in the community. The department is present in the community to help and serve and is dedicated to the concept of Community Oriented Policing. High standards of selection, education and training allow the department to field personnel of excellent caliber who can perform their duties in a professional, but sensitive manner. The department continually reaffirms its commitment to professionalism and to making a positive contribution to the field of law enforcement. More information about the City of Walnut Creek, the Walnut Creek Police Department, compensation and benefits can be found at www.walnut-creek.org.

REPRESENTATIVE DUTIES: Patrols assigned area by automobile or on foot for the prevention and detection of crime and enforcement of laws and regulations; responds to radio messages or telephone instructions and investigates reported disorders or crimes; notes and reports complaints, accidents, offenses and damages to property; reports abandoned or damaged vehicles; directs traffic.

Makes arrests and advises suspects of rights; prepares reports on arrests and property impounded; inspects crime scenes and questions witnesses; checks alibis of suspects and attempts to determine the validity of statements made; analyzes clues and information related to a crime to determine how it was committed; reviews modus operandi of known criminals in attempting to determine relationships between criminals and crimes under investigation; reports on the progress of investigations and prepares assigned cases for court; serves warrants; appears in court to testify regarding arrests and other law enforcement activities.

Observes and reports conditions conducive to crime; provides information and assistance to the public; issues warnings and citations to traffic law violators and inspects vehicles; searches and transports prisoners.

Conducts special investigations and projects; makes public presentations to schools, businesses, and neighborhood groups; assists in the training and development of new employees.

Please see the class specification at www.walnut-creek.org for a complete description of this classification's representative duties, requirements, working conditions, and physical requirements.

**QUALIFICATIONS
GUIDELINES:**

Education and Experience:

Graduation from high school or equivalent and educational achievement equivalent to the completion of 60 semester units at a recognized college or university.

This position requires the knowledge, abilities and skills listed below:

- Some knowledge of the principles and practices of modern crime investigation and criminal identification techniques, police patrol duties and laws governing the arrest and custody of prisoners, search and seizure, and rules of evidence.
- Ability to deal effectively with people from essentially all socio-economic levels.
- Ability to express ideas clearly and concisely both orally and in writing.
- Ability to engage in strenuous physical activity.
- Ability to maintain composure and take responsible action during stress situations.
- Ability to prepare accurate and grammatically correct written reports.
- Ability to make clear and concise radio transmissions.
- Ability to deal constructively with conflict and develop effective resolutions.
- Ability to meet Police Officer requirements contained in the California State Government Code; California POST certified and trained.
- Skill in the use of firearms and interrogation techniques. Some knowledge of first-aid and other basic emergency medical techniques.

Special Requirements:

Possession of, or ability to obtain prior to employment, a valid Class C

California Driver's License and a good driving record.

Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

Candidate must meet City's medical standards pertaining to physical requirements prior to employment.

Employees are assigned to shift work and rotated among various assignments.

**SUPPLEMENTAL
INFORMATION:**

All applicants must apply online at www.walnut-creek.org to be eligible for consideration.

A limited number of applicants possessing the MOST DESIRABLE qualifications will be invited to participate in the examination process. All applicants will be notified by email as to whether or not they are invited to participate further in the examination process. In addition, applicants can log on to their account and check their current status online. An eligible list will be established as a result of this examination process and will be valid for a period of six months.

The City of Walnut Creek is committed to providing a workforce with the highest standards of integrity and honesty. Applicants considered for appointment to this position will be subject to a thorough background investigation (consisting of, but not limited to, criminal history, Department of Justice and FBI fingerprinting, DMV driving history, credit check, previous/current employment references, and personal references), pre-placement medical exam including drug screening, and a psychological exam. The City reserves the right to request a candidate to submit to a polygraph exam. All applicants will be held to the highest standards of integrity and honesty. All information provided by applicants is required to be truthful and accurate; failure to do so may result in disqualification.

If special accommodations are necessary at any stage of the examination process, please provide the Human Resources Department with advanced notice and every attempt will be made to consider your request.

As required by law, all public employees are designated as Disaster Service Workers. As such, all City of Walnut Creek employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

Job #17-33 POLICE OFFICER- ACADEMY CERTIFIED TRAINEE

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.walnut-creek.org>

City of Walnut Creek
Human Resources Department
1666 North Main Street
Walnut Creek, CA 94596

jobs@walnut-creek.org

An Equal Opportunity Employer

Police Officer- Academy Certified Trainee Supplemental Questionnaire

- * 1. Qualification guidelines for this position include graduation from high school or equivalent and the completion of sixty (60) semester units at a recognized college or university. Please check your highest level of academic achievement.
 - High School Graduation or Equivalent
 - Some College
 - Completion of sixty (60) semester units of college
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. Are you a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship?
 - Yes No
- * 3. Are you currently enrolled in a California P.O.S.T. Academy?
 - Yes No
- 4. If you answered 'Yes' to question # 3, please provide the academy name and your expected graduation date.
- * 5. Please enter your T-Score in the box below. (Please note that T-Scores will be verified.)
- * 6. Do you possess a current California P.O.S.T. Academy Certificate?
 - Yes No
- 7. If you answered 'Yes' to question # 6, please indicate the date of your graduation.
- * 8. Are you currently employed in a sworn capacity with a California law enforcement agency?
 - Yes No
- * 9. If you answered 'Yes' to question # 8, have you successfully completed probation? If you answer 'Yes', please STOP. You are not eligible to apply for this position. You will need to apply for the Police Officer - Lateral position.
- * 10. Are you currently employed in a sworn capacity with a law enforcement agency in a state other than California?
 - Yes No
- 11. If you answered 'Yes' to question # 10, have you passed probation with the agency?
 - Yes No
- * 12. If you answered 'Yes' to question # 10, have you completed the "Basic Course Waiver Process" administered by California P.O.S.T.? If you answer 'Yes', please STOP. You are not eligible to apply for this position. You will need to apply for the Police Officer - Lateral recruitment. If you answer 'No', please STOP. You are not eligible to apply for this position. You will need to apply for the Police Officer - Trainee position when it is open.
- * 13. This position requires a 'good driving record'. The DMV standards set forth by the City of Walnut Creek include no DUI's or suspensions/revocations within the past five years and

no more than three 'routine' violations within the past five years. Do you meet this requirement?

Yes No

- * 14. The City of Walnut Creek is committed to providing a workforce with the highest standards of integrity and honesty. Applicants considered for appointment to this position will be subject to a thorough background investigation (consisting of, but not limited to, criminal history, Department of Justice and FBI fingerprinting, DMV driving history, credit check, previous/current employment references, and personal references), pre-placement medical exam including drug screening, and a psychological exam. The City reserves the right to request a candidate to submit to a polygraph exam. All applicants will be held to the highest standards of integrity and honesty. I have read and understand the information provided above.

Yes No

- * 15. Your honesty and integrity will be closely evaluated throughout the background process. We require that you be totally honest and forthcoming in your responses. Your failure to do so could result in your disqualification in the background process. Check 'Yes' below to confirm that all of the information provided on your application is true and accurate.

Yes No

- * 16. Why do you want to become a Police Officer with the City of Walnut Creek? (Please limit your answer to one paragraph.)

* Required Question