



Robert Perrault
City Manager

City of Grover Beach

Mayor John P. Shoals

Mayor Pro Tem Jeff Lee

Council Member Karen Bright, Council Member Barbara Nicolls, Council Member Mariam Shah

POLICE OFFICER **(\$4,614 - \$5,889/month)**

FILING DEADLINE: OPEN UNTIL FILLED

The City of Grover Beach is accepting applications for the position of full-time Entry-Level (must be Academy graduate at the time of appointment) or Lateral (California) Police Officer.

The City reserves the right to stop accepting applications when a sufficient number of qualified applications have been received. Therefore, applicants are encouraged to apply as early as possible. This recruitment is officially closed once it has been removed from the City's website.

The Police Department consists of 19 authorized full-time sworn positions, as well as 9 non-sworn staff. Qualified candidates will be placed on an eligibility list for current and future full-time openings.

See "How to Apply" on page 6 of this flyer for further information about the City's application & testing process.

DEFINITION & DISTINGUISHING CHARACTERISTICS:

The **Police Officer** is the working level class which performs law enforcement duties and tasks related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work or administration; performs other related duties as required. A Police Officer may also serve in a special assignment capacity, such as Senior Police Officer, Detective, Field Training Officer, or Traffic Enforcement. A Police Officer receives general supervision from a Police Sergeant or higher ranking officer, depending upon assignment.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Patrols assigned areas by car, bicycle, motorcycle, or on foot; performs crime suppression and prevention activities; 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.

154 South Eighth Street ☎ Grover Beach, California 93433 ☎ FAX (805) 489-9657 ☎ www.grover.org

Administrative Services/Water (805) 473-4550 ☎ City Council/City Manager (805) 473-4567 ☎ City Clerk (805) 473-4568
Community Development - Building, Planning & Economic Development (805) 473-4520 ☎ Human Resources (805) 473-4564
Parks & Recreation (805) 473-4580 ☎ Police/Non-Emergency (805) 473-4511 ☎ Public Works (805) 473-4520

- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control; operates handheld and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administers CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books, and secures, directly or indirectly, the care and custody of detained persons.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property or coordinates these activities with a Police Detective; collects, preserves, maintains, and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.
- Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns, and requests for service from the general public; provides information as appropriate and resolves complaints.
- May be assigned to serve as a Detective; independently determines which cases to investigate; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming, and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves, and maintains evidence and property.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer-in-charge, or in a variety of special program areas.
- Responds to and resolves animal control issues.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, stooping, and lifting in excess of 50 pounds, and occasionally over 100 pounds, in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot, and cold. The position entails working in hazardous situations and may involve abusive persons, potential physical violence, and the potential risk of exposure to blood-borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles under normal and emergency conditions, operate a variety of law enforcement equipment including firearms, work in heavy vehicle traffic conditions, often work with constant interruptions, and work flexible hours, including weekends and split shifts. *Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

MINIMUM QUALIFICATIONS:

Education and/or Experience:

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for a **Police Officer**. Typically, a Police Officer would possess a high school diploma or equivalent and must be at least 18 years of age at time of appointment as a Police Officer. Must meet and be able to maintain all hiring and psychological requirements of California Peace Officers Standards and Training (P.O.S.T.). Prior experience in law enforcement and an Associate's Degree are highly desirable.

License/Certificate:

- Possession of a certificate of completion of a Basic Police Academy certified by California Peace Officers Standards and Training (P.O.S.T.) is required prior to appointment as a Police Officer.
- Possession of, or ability to obtain, a valid Class C California driver's license is required prior to appointment.
- Bilingual abilities are highly desirable but not required.
- Lateral transfers are those applicants currently actively employed in a California law enforcement agency.

REQUIRED KNOWLEDGE/ABILITIES/SKILLS:

Knowledge of:

- Operations and standard operating procedures of a Police Department;
- Principles of crime prevention and suppression;
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and investigation;
- Applicable federal, state and local laws, codes, and regulations, including the California Penal Code, Government Code, Vehicle Code, and other related regulations and court decisions;
- Technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations, and care and custody of persons and property;
- Care, maintenance and operation of a variety of law enforcement radio and personal equipment;
- Methods and techniques of scheduling work assignments;
- Police officer procedures, practices, and equipment;
- Basic principles of law enforcement information systems, including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling, and grammar;
- Occupational hazards and standard safety practices.

Ability to:

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions;
- Work under pressure, analyze information, and act quickly and calmly in emergency and non-emergency situations;
- Observe and accurately remember names, faces, numbers, incidents, and places;
- Function with a significant degree of independence;
- Interpret, explain, and apply applicable laws, codes, and regulations;
- Elicit information from upset and irate people;
- Follow written and oral directions;
- Administer first aid;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

Skill to:

- Safely and effectively operate a variety of law enforcement equipment, firearms, and a police vehicle in emergency situations;
- Operate an office computer and a variety of word processing and software applications.

FULL-TIME SAFETY EMPLOYEE BENEFITS:

GROVER BEACH POLICE OFFICERS' ASSOCIATION

Vacations	Up to 5 years service	10 days (80 hrs)/year	280 hrs max accumulation
	6 - 8 years service	15 days (120 hrs)/year	320 hrs max accumulation
	9 - 10 years service	17 days (136 hrs)/year	320 hrs max accumulation
	11 - 12 years service	18 days (144 hrs)/year	392 hrs max accumulation
	13 - 15 years service	19 days (152 hrs)/year	392 hrs max accumulation
	Over 15 years service	20 days (160 hrs)/year	392 hrs max accumulation

Eligible to use accumulated vacation time upon accrual. Vacations must be requested and approved in advance.

Sick Leave Accrues at 12 days (96 hours) per year to a maximum of 2,000 hours. Unused accumulated sick leave may be converted to additional service credit upon retirement in accordance with GC 20965 – Credit for Unused Sick Leave. If unused accumulated Sick Leave is not applied toward service credit, only 576 hours max of accrued Sick Leave will be paid upon retirement, or when an employee with over 20 years of service leaves City employment.

Holidays Holiday Pay in a dollar amount equal to 104 hours per fiscal year (4.0 hours per work period) in lieu of taking City Holidays off with pay.

Retirement City belongs to the Public Employees Retirement System (CalPERS). Sworn personnel are eligible for Local Safety 3% @ Age 55 with One-Year Final Compensation and Military Service Credit (buy-back). Employees pay full member contribution on a pre-tax basis [414(h)2]. Per the California Public Employee's Pension Reform Act (AB 840, or "PEPRA"), sworn employees not

previously employed by a CalPERS agency, or who are reentering the CalPERS system following a break in service of six months or longer, are eligible for the retirement formula of Local Safety 2.7% @ Age 57.

The City also is part of the Social Security System. Employees pay their share of Social Security by payroll deduction.

Group

Insurance

City pays medical, vision, dental, and life (\$50,000 policy for employee + small policies for eligible dependents) insurance for employees up to a maximum of \$637.54 per month, and contributes towards dependent coverage for family members only in the following amounts: \$504/month toward dependent coverage for employee + one, and \$831/month toward dependent coverage for employee + family.

Longevity

Pay

Five (5%) percent after five (5) consecutive years of service.

Employee

**Assistance
Program**

City-paid premium; five clinical consultations per incident.

Deferred

Comp

The City will contribute up to \$40/month for employees who participate in one of two existing deferred compensation plans, matched on a dollar-for-dollar basis.

Uniform

Allowance

\$1,000 per year for sworn personnel pro-rated every paycheck (\$38.46). New employees will be provided with standard issue uniforms and equipment.

Education

Incentive

Education incentive pay is provided (after six months' employment) for certificates or degrees over and above what is required for the position: 2.5% for Associate Degree or Intermediate POST Certificate; 5% for Bachelor's Degree or Advanced POST Certificate; 7.5% for Master's Degree (not cumulative: maximum benefit is 7.5%).

Education

Reimbursement

Program

Up to \$1,400 in educational expenses is available per fiscal year upon satisfactory completion of pre-approved college-level classes or certain work-related training.

Short-Term

Disability

State Disability Insurance (SDI) paid by employee by payroll deduction.

Long-Term

Disability

City-paid insurance premium.

Bilingual

Incentive

Bilingual incentive pay of \$80/month is available to a limited number of employees upon certification of fluency in Spanish, Tagalog, or other language of benefit to the City.

HOW TO APPLY:

Required City applications may be obtained from the Grover Beach City Hall Human Resources Office at 154 South Eighth Street, Grover Beach, CA 93433; from the City website www.grover.org; or by calling (805) 473-4564. Résumés are welcome but will not be accepted in lieu of a fully completed, signed application.

Lateral Transfer applicants must be currently actively employed by a California law enforcement agency. All applicants must submit verification of graduation from a valid California POST Academy and/or a POST Basic Certificate with the completed and signed application. Electronic (on-line), faxed or e-mailed application materials are not acceptable.

Applicants who are currently enrolled in a police academy must show proof of enrollment and expected graduation date with the completed and signed application.

All applications received will be reviewed by a screening committee, and qualified candidates whose background and experience best meet the City's requirements will be contacted for further processing or testing.

Applicants may be invited to an oral board on a date to be announced. Candidates who successfully pass all pre-employment testing requirements will be placed on an eligibility list for current and future openings. The top candidate(s) will be required to undergo a comprehensive background investigation including a polygraph. Psychological and medical examinations (including drug screening) will be required once a job offer has been made to a prospective employee. All applicants will be notified of their standing. Candidates employed as Reserve Officers in good standing may be given priority for full-time openings when they occur.

For further information, please contact Human Resources at (805) 473-4564, or via e-mail to chubbard@grover.org.

An EEO/AA employer.