

# POLICE OFFICER

## ENTRY LEVEL



***CLOSING DATE: OPEN UNTIL FILLED***

**ENTRY LEVEL SALARY: \$6,931 - \$9,287 per month** Salary also includes an automatic 8 hrs. straight time each month due to 3/12 shift and 9.5 hrs. straight time for monthly holiday pay. This is a non-sworn training level classification requiring no prior law enforcement experience. Trainees will be sent to a basic police academy and upon successful completion of the academy, will be promoted to the sworn police officer classification.

**HIRING BONUS: \$20,000** (\$2,000 upon hire; \$3,000 upon successful completion of the Field Training Program; \$3,000 upon completion of second year of employment; \$4,000 upon completion of third year of employment; \$4,000 at the completion of fourth year of employment; and \$4,000 upon completion of fifth year of employment with the city.) This specific portion of the policy is limited to the fiscal year funding availability, as determined by the City Manager.

### **BENEFITS**

**RETIREMENT:** The City of Scotts Valley participates in the Public Employees' Retirement System (PERS). State laws have established the following retirement requirements: Candidates currently enrolled in the PERS system (Classic): 3.0% @ 50, with a 9% employee contribution and 3-year average; Candidates new to the PERS system, or who have had more than a six-month break from PERS (PEPRA), and upon completion of police academy: 2.7% @ 57, with a 13.75% employee contribution (subject to change in July) and 3-year average.

**HEALTH INSURANCE:** Dental / Vision premiums paid by the City of Scotts Valley. Medical premiums paid by the City as follows: \$1,000 Employee; \$2,000 Employee + 1; \$3,000 Employee + 2

**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 PORAC Union Representation, direct payroll deposit, deferred compensation plan, and retiree medical benefit.

**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 / Certificate:**

- Valid California Motor Vehicle Operator's License (Class C /Class 3).

### **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. Participate in community-based policing, familiarization between law enforcement and community residents, and collaborative problem solving.

### **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 19 sworn police officers assigned to such areas as patrol, traffic enforcement, investigations, juvenile, training, and Special Response Team (SRT). The 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, one may be obtained from the police department's website at [www.scottsvalleypd.com](http://www.scottsvalleypd.com). If you have any questions, telephone or email the Police Department's Administrative Secretary at (831) 440-5649 or [clocke@scottsvalley.gov](mailto:clocke@scottsvalley.gov).

**Entry level applicants will be required to complete the POST Entrance Assessment Process (written and physical tests) and submit certificates of completion with their application.** The written and physical test Entrance Assessment Minimum Requirements:

1. Successful completion of the POST Reading and Writing entrance exam with a minimum T-Score of 48.
2. Successful completion of the POST WSTB Physical Agility Test with a minimum score of 320 total points and run 1.5 miles in 14 minutes or less.

The City of Scotts Valley accepts written and physical agility test results from the POST Entrance Assessment Process available at any accredited criminal justice training facility as long as the exams were taken within 1 year of the date of application.

Local training centers where testing is available:

South Bay Coyote Valley  
560 Bailey Ave.  
San Jose, CA 95041

College of San Mateo  
1700 W. Hillsdale Blvd.  
San Mateo, CA 94402

Monterey Peninsula College  
2642 Colonel Durham St.  
Seaside, CA 93955

**For test information, fees, calendar of test dates and locations, and to make online reservations, go to [www.theacademy.ca.gov](http://www.theacademy.ca.gov).** From the Home Page, click on Pre-Employment Testing and Training, then click on the links for both the POST Written Entry-level Law Enforcement Test Battery (PELLETB) and the Physical Agility – WSTB Exam:

[Click here to view PELLETB test information, to view upcoming PELLETB test dates, and to make a reservation.](#)

[Click here to view WSTB test information and upcoming WSTB test dates, and to make a reservation.](#)

**Entry Level applicants are also required to complete and submit with their application a Personal History Statement (PHS) – Peace Officer at the following link:**

[https://post.ca.gov/portals/0/post\\_docs/publications/2-251-phsPeaceOfficers.pdf](https://post.ca.gov/portals/0/post_docs/publications/2-251-phsPeaceOfficers.pdf)

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) 440-5602.

Qualified applicants will be invited to a pre-screening interview to be held at the City of Scotts Valley Police Department, 1 Civic Center Drive, Scotts Valley

Qualified 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. 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.

**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.