

February 9, 2007



POLICE OFFICER

Academy Graduate

(Full-Time Open Opportunity)

SALARY: \$4425.95- \$5379.76 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on March 9, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Under general supervision, performs a wide variety of peace officer duties involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation and testimony, and providing information to the public; performs a variety of technical and administrative tasks in support of the Department. This is the first line-level class in law enforcement, performing all duties required to effectively respond to and resolve the normal scope of peace officer situations. This class is distinguished from uniformed civilian police-related classes by designation and the responsibilities and authorities associated with designation as a sworn peace officer under California State Law. Receives direct supervision from higher level supervisory and management staff. Examples of duties: Patrols an assigned area in police vehicle, motorcycle, bicycle, or on foot; answers calls for the protection of life and private property, and the enforcement of City, County and State laws; conducts preliminary and follow-up investigations of prowlers, burglaries, thefts, robberies, accidents, deaths and other disturbances; collects and preserves evidence for court; determines what evidence should be collected; directs traffic, including regulation of vehicle flow at emergency or congested situations; stops drivers who are operating vehicles in violation of laws; warns drivers against unlawful practices, issues citations and makes arrests as the situation warrants; diffuses potential volatile situations; testifies in court; serves warrants and subpoenas; prepares reports of arrests made, investigations conducted and unusual incidents observed through the use of computer, or by hand; investigates suspicious persons and circumstances; gives information and directions to the public; generates crime reports of calls taken through the use of a computer; books prisoners into custody; performs such other basic police work as attending fire scenes to assist in protection of life and property, parade and riot work; determines the appropriate use of force in potentially violent situations; collects, processes, photographs and presents evidence using scientific techniques including fingerprints, fibers, blood and related physical evidence; responds to alarm activations; checks buildings for physical security; conducts investigations of serious injury and fatality traffic accidents; conducts a variety of criminal investigations involving crimes against person and property, auto theft, while collar crime, and narcotics; identifies suspects; conducts interviews and interrogations; apprehends and arrests offenders; contacts and interviews victims and witnesses; conducts covert, undercover investigations as assigned; develops and maintains contacts with potential informants; contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses; maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public; assists in the performance of special investigative and crime prevention duties as required; conducts staff recruitment background investigations; takes an active role in public education relative to crime prevention duties as required; may participate in public education programs and make presentations regarding traffic safety and a variety of crime prevention topics; may serve as department representative to other public agencies, task forces, or committees; practices principles of community oriented policing; ability to proficiently utilize various computer equipment and programming to complete incident reports and access local, state, and national computer databases.

Knowledge of: Modern police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques; offense and defensive weapons nomenclature and theory; Federal, State, and local laws and regulations regarding civil, criminal, and traffic violations and the conduct of law enforcement operations including arrest, search, seizure, incarceration, interrogation, investigation, and the use of deadly force; community oriented policing. **Ability to:** Analyze situations quickly and objectively, and determine and take emergency action as required; learn the operation of standard equipment and facilities required in the performance of assigned tasks; learn standard broadcasting procedures of a police radio system; maintain department physical fitness standards for the purpose of pursuing, subduing, and arresting suspect, and defending against physical assault; interpret laws, rules and other written materials; apply laws relating to apprehension use of firearms and other weapons; prepare accurate and grammatically correct written reports; communicate effectively, both orally and in writing; understand and carry out oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: None required.

Education: In possession of a High School Diploma or General Educational Development Certificate (GED). College coursework in general education or law enforcement from an accredited college or university is highly desirable.

License: In possession of a valid California driver's license.

Additional Requirements: Must be at least 20 years of age at time of examination and 21 years of age at the date of appointment. Ability to pass a background investigation which will include but is not limited to a polygraph and/or CVR.

Working Conditions: Sit for extended periods of time; bend, twist, turn, kneel, squat, climb, and reach; lift, carry, push/pull up to two hundred (200) pounds; vision 20/70 in each eye, correctable to 20/20; color, vision, and hearing ability to California P.O.S.T. standards; hand and finger dexterity sufficient to operate office equipment, non-lethal weapons, and firearms. Ability to work odd and irregular hours; maintain attentiveness and concentration; perform multiple tasks concurrently; respond to urgent matters and emergency situations; work under inclement weather conditions, noise and other environmental factors; overcome physical obstacles during the course of work.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Tentative Recruitment Plan: The following recruitment plan is tentative and subject to change. The Human Resources Division reserves the right to change the testing process when necessary. Make-up examinations and/or exercises will not be available.

This job announcement may be subject to union meet and confer.

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Oral Interview:

Written Examination:

Physical Exercises:

Department Selection Interviews:

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon receipt of invitation to the testing process.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

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IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

