



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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**Police Officer – Entry Level**  
**(Pre-Service Academy Graduate)**  
**\$5,897 - \$7,168 monthly**  
***Continuous Recruitment***

**ATTENTION APPLICANTS:** YOU ARE REQUIRED TO FOLLOW ALL APPLICATION INSTRUCTIONS COMPLETELY. APPLICATIONS FAILING TO COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

**The Opportunity:**

An exciting and challenging new career with the San Gabriel Police Department awaits. The SGPD is seeking men and women of all backgrounds for entry-level Police Officer. For those who have what it takes and accept this challenge, we offer excellent pay and benefits, a full array of public safety services and programs, special assignments, outstanding training and development opportunities, and a great location for living and working.

**The Ideal Candidate:**

SGPD is looking for recent P.O.S.T. Basic Academy graduates with a strong sense and commitment for public service. The ideal candidate will have outstanding character, judgment, work ethic, oral and written communication skills, interpersonal tact, empathy, and compassion. The ideal candidate will also be well versed and committed to community-based policing and fully prepared to assume the duties and responsibilities of Police Officer.

**Summary of Duties:**

Under general supervision, the Police Officer performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

Please see the attached Police Officer job specification for a more detailed description of duties.

**Minimum Qualification Requirements:**

To qualify for Entry-Level Police Officer, candidates must possess and/or meet the following:

- Be at least 21 years of age at time of appointment;
- Possess a valid California Class "C" Driver's License at time of appointment;
- Possess a high school diploma or equivalent;
- Must have completed a California P.O.S.T. Basic Academy within the last 24 months and possess a valid California P.O.S.T. Basic Certificate at the time of application filing.

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#### Additional Requirements:

- Must attain qualifying results on all applicable pre-selection examinations which may include but not be limited to: oral appraisal, written exam, practical exam, and physical fitness test;
- Must successfully pass the pre-employment process, which includes a comprehensive background investigation, psychological examination, polygraph test, medical examination, and drug screen.
- Must not have any felony convictions (certain misdemeanor offenses or any offense reflecting lack of character, judgement, or morals may also be cause for disqualification);
- Vision must be correctable to 20/40 in both eyes;
- Must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship (citizenship must be attainable within three years of application filing);
- Military Discharge Status: Discharges other than “Honorable Discharge” will be evaluated on a case-by-case basis and may be cause for disqualification.

#### Benefits:

The City provides a very generous benefits package, which includes:

- Health Insurance – \$1,568 monthly allowance for medical, dental, and vision;
- CalPERS Retirement – CalPERS retirement formula of 2.7% @ 57 for new PERS members;
- Other Insurance – City-paid life insurance and Employee Assistance Program;
- Paid Leave – sick, vacation, holiday, and bereavement leave (see MOU for leave accrual schedules)
- Tuition Reimbursement – Reimbursement of education/tuition costs in an amount not to exceed the tuition for three quarters (0-6 units per quarter) at California State University – Los Angeles (2019-20 rate is \$4,995);
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.
- Uniform Allowance – \$1,200 per year
- Education Pay – 3% to 8% of base salary for education pay (see MOU for education pay schedule).
- Special Assignment Pays – \$100 to \$300 per month depending on assignment.

See current schedule of benefits and MOU for more details regarding special pays and benefits.

#### Pre-Selection Examination Process:

All applications will be pre-screened. The most competitive and qualified applications will be moved forward to an examination process. The examination for Entry-Level Police Officer may include an oral appraisal interview, written exam, practical exam, and/or physical fitness exam. The oral appraisal and written exercise generally examine candidates for their work experience, judgment, and capacity to learn currently approved principles, practices, and procedures of police work. Each examination is pass/fail with the oral appraisal generally being the basis for the overall examination score (weighted 100%).

#### Eligibility List:

Those applicants who successfully pass the pre-selection examination process will be placed on an eligibility list for one year. Candidates on the eligibility list may be called at any time to participate in a selection interview with the Department to fill an immediate and/or anticipated vacancy in the Police Officer classification.

## Conditional Appointment:

Upon the successful completion of a selection interview with the Department, which requires the Department's recommendation to hire, candidates may be tendered a conditional appointment to Police Officer. All conditional appointments to Police Officer are subject to satisfactorily passing a comprehensive background investigation, psychological examination, polygraph examination, medical examination, and drug screen. Any candidate(s) failing to pass any one of the pre-employment examinations will be disqualified from the process and their conditional appointment will be revoked.

All appointments to Police Officer are subject to an 18-month probationary period.

## Application Procedure:

Interested candidates must complete a City of San Gabriel online application. Candidates must attach the following documents to their online application: (1) cover letter, (2) resume, (3) supplemental application form, (4) copy of California P.O.S.T. Basic Certificate, and (5) copy of high school diploma/GED. Applicants are encouraged to attach any applicable training certificates, college transcripts, and/or college degrees possessed. APPLICATIONS LACKING ITEMS 1-5 WILL BE REJECTED.

***The City will accept applications on an ongoing basis and will notify candidates of upcoming examinations. This recruitment may close at any time without notice and interested candidates are encouraged to apply immediately.*** To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or required attachments are not accepted.*

Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening. NOTE: The City of San Gabriel maintains a drug, alcohol, and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

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All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的僱主

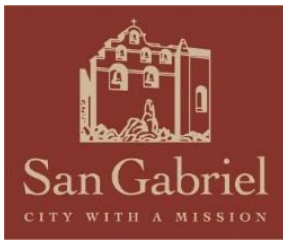
*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

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### HUMAN RESOURCES DEPARTMENT

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JobID#14



## **CLASSIFICATION SPECIFICATION**

### **POLICE OFFICER**

#### **JOB SUMMARY:**

Under general supervision, the Police Officer performs law enforcement duties in an assigned area; protects public health, safety, and welfare in accordance with all applicable laws and ordinances; carries out special assignments as necessary; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Police Officer is responsible for the full scope of law enforcement duties and responsibilities. This class differs from a Police Sergeant due to the level experience required, complexity of work performed, and supervision of assigned activities.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Patrols assigned areas by car, foot, motorcycle, or bicycle; performs crime suppression and prevention activities; makes arrests and issues citations for violation of law and/or ordinances; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants, and witnesses; answers complaints including domestic disturbances, burglaries, theft, robberies, suspected homicides, other criminal incidents, and health code and local ordinance violations; performs surveillance activities; and conducts chemical, drug, and alcohol testing.
- Enforces traffic laws; conducts accident investigations; controls and directs traffic when necessary; performs crowd control, special event, or riot duties; assists in crime prevention activities; councils and educates the community; administers first aid in case of emergency; transports, books, and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special assignments including motorcycle patrol, detective unit, K-9 program, or other areas.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; and contacts and cooperates with other law enforcement agencies as warranted.
- Responds to questions, concerns, and requests for service from the public; provides information as appropriate; and resolves complaints.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Knowledge of:**

- Knowledge of police operations and standard procedures; applicable federal, state, and local laws, codes, and regulations; codes principles and practices of crime prevention and suppression; modern

law enforcement methods and procedures including patrol, crime prevention, traffic control, and investigation; and principles of law enforcement information systems.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; and observe safety principles and work in a safe manner.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff and understand and follow oral and written directions as provided.

**Education and Experience:**

The following are the minimum qualifications necessary for entry into this classification:

- High school diploma or GED equivalent.
- Be at least 21 years old at time of appointment with no felony convictions.
- A citizen of the United States or a permanent resident alien who is eligible and has applied for citizenship attainable within three years of filing an application for employment.

**Licenses and Certifications:**

- Possession of a Basic Certificate from P.O.S.T. is required.
- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds or more; prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; get from one location to another in the course of doing business; near and far vision and the

ability to distinguish colors and acute hearing; drive motorized vehicles; and operate a variety of law enforcement equipment.

**WORK ENVIRONMENT:**

- Work is performed in a standard office setting and outside in sometimes tense, uncertain, and rapidly evolving circumstances. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** November 29, 2017