



ANNOUNCEMENT

EMPLOYMENT OPPORTUNITY

POLICE OFFICER / FULL TIME

The City of Pacific Grove invites applications from qualified California peace officers interested in employment in a small, friendly community located on the Central California Coast.

To perform a variety of duties in the enforcement of laws and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Police Department. Receives general supervision from higher level law enforcement staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes and enforce traffic and other laws and ordinances.
- Respond to general public service calls, crime victims, traffic hazards, stray animal reports and related misdemeanors and felony incidents.
- Search suspects, vehicles, residences, buildings, wooded areas and schools for evidence, contraband and lost or missing people.
- Serve arrest warrants; make arrests for crimes committed under penal, fish and game and welfare and institute codes; control and mitigate people under the influence of drugs or alcohol.
- Process and store evidence and property found at various crime scenes; maintain records and enter data into computer.
- Perform booking procedures for new prisoners; transport prisoners to county jail as requested by court order.
- Testify in juvenile and civil courts and DMV hearings; prepare and process court reports.
- Direct and control traffic, crowds, bicyclists, skateboarders and parade congestion during special events or other emergency situations.
- May provide emergency first aid to victims at emergency scene until medical personnel arrive.
- Perform related duties and responsibilities as required.

Knowledge of: Police methods and procedures including patrol, crime prevention, traffic control and investigation.

Rules of evidence pertaining to search and seizure and preservation; Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors; First aid principles, practices and techniques; Operational characteristics of police equipment and tools; and Pertinent City and state laws and ordinances.

Ability to: Perform a wide range of law enforcement assignments; Think clearly and act quickly in emergency situations.

Use and care for firearms and other police equipment; Control violent people and affect arrests; Interpret and enforce City and State laws, codes and ordinances; Work independently in the absence of supervision; Communicate clearly and concisely, both orally and in writing; Understand and follow oral and written instructions; Maintain mental capacity which allows for effective interaction and communication with others and the capability of making sound decisions and demonstrating intellectual capabilities; Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties; and Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

QUALIFICATIONS

- **LICENSE:** Applicants must possess a valid California driver's license.
- **EDUCATION:** Graduation from an accredited high school; or an accredited General Equivalency Diploma (GED)
- **CERTIFICATION:** California Police Officer Standards & Training (POST) Academy graduate (within the last 3 years); Basic POST certificate preferred.
- **AGE:** At least 21 years old as of the date of appointment.

- **PHYSICAL REQUIREMENTS:** Physically capable of performing all duties of the position of police officer. Vision - 20/100 or better, uncorrected, correctable to 20/30 and free from any color blindness. For additional information regarding the physical demands of the position (you may request a copy through Human Resources) Bulletin No. 141 PGPD, entitled Peace Officer - Physical Activities/Demands.
- **EXAMINATIONS AND TESTING:** May include any/all of the following: Oral interview, written examination, psychological, polygraph, physical ability test, complete medical examination and comprehensive background investigation required.

THE SELECTION PROCESS

Interested and qualified applicants should obtain and file an application form with the Personnel Office at City Hall, 300 Forest Avenue (☎) 831-648-3171. All applications will be screened and only those candidates who meet the minimum qualifications and who are the most highly qualified may be interviewed. Once a mutual interest has been established, applicants will be required to consent to release pre-employment and reference information.

FINAL FILING DEADLINE: **Filing Deadline February 20, 2012 5:00 p.m.** A complete and accurate City of Pacific Grove employment application form must be filed with the City of Pacific Grove Personnel Office, City Hall, 300 Forest Avenue, Pacific Grove, California (☎) 831-648-3171.

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control environment; exposure to potentially hostile environments.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time; the ability to discharge a firearm.

SALARY AND BENEFITS The information listed below is a general summary of benefits for this position. This information is subject to modification and is not legally binding, nor does it serve as a contractual agreement. The benefits provided in the Pacific Grove Police Officers' MOU shall prevail over this listing.

- **Current Salary:** Total compensation consists of a monthly salary of \$6,547 - \$7,958 on a five-step scale, with an additional two-step longevity plan; the City is to provide a 2-4% (Bay Area CPI) salary increase to sworn members effective December 31, 2012.
- **Retirement:** 3% at 50 retirement formula, 9% PERS contribution paid by employee. The Pacific Grove City Council is currently considering changing the retirement system for all City of Pacific Grove employees from PERS (Public Employee Retirement System) to some other type of retirement system.
- **Health Insurance:** Police Officers receive the benefits afforded the members of the Pacific Grove Police Officers' Association. Health, Dental and Vision insurance benefits have been converted to base salary, therefore, employees may purchase these premiums through the City's insurance program.
- **See attachment for further benefits and incentives for members of the Police Officers' Association and a listing of items deemed disqualifying action(s).**

The City of Pacific Grove is proud to be an equal opportunity employer. We seek applications from all qualified individuals and do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or any other legally protected status. If you believe you have a disability that would require reasonable accommodation during the interview process please contact the Human Resources Office at City Hall. This request will not bias the applicant's status during the application process.

POLICE OFFICERS' ASSOCIATION (POA) MOU OVERVIEW OF BENEFITS

Duration of MOU: 12/31/2012

- Sick Leave Accrual - 8 hours per month
- Sick Leave Buy Out – 50% buy out up to a maximum of 1000 hours or applicable to service credit.
- Retirement Formula – 3% @ 50 (Safety) and 2% @ 55 (Non-Safety) Employees pay EMPC – Safety 9% and Non-Safety 7%
- Paid Holidays – 13 designated City Holidays (see municipal code)
- Floating Holiday – 16 hours each fiscal year (FY) – must be used within FY
- Vacation – 2 – 5 weeks (see municipal code)
- Vacation Buy Back – 40 hours per year (see specifications)
- Uniform Allowance - \$92.50 per month
- Health Insurance Incentive - \$100 per month (see specifications)
- Investigator Compensation – 5% in salary (see specifications)
- Education Incentive Pay – 2.5% for 30 units (Associates Degree) 5% for 60 units (Bachelor's Degree) for Safety Employees. \$75.00 per month for Non-Sworn members with 60 units or Bachelor's Degree.
- Proficiency Pay – 5% in salary (see specifications)
- Shift Differential – Watch I – 2.5% per month.
- Firearms Incentive Program – Annual \$250 (see specifications)
- Motorcycle Duty Pay – 5% (see specifications)
- School Resource Officer Duty Pay – 5% (see specifications)
- Tuition Reimbursement Plan - \$1000 per year (see specifications)
- Physical Fitness Evaluation and Incentive Program - \$250 p/year or 36 hours off (see specifications)
- Compensatory Leave Buy Back (see specifications)

December 31, 2010

The employment policy of the Pacific Grove Police Department shall provide equal opportunities for applicants and its employees regardless of race, sexual orientation, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, marital status, veteran status, or sex, and shall not show partiality or grant any special favors to any applicant, employee or group of employees. The rules governing employment practices for the department are maintained by the City of Pacific Grove Human Resources Department.

Candidates for job openings will be selected based on merit, ability, competence and experience.

All peace officer candidates must meet the minimum standards described in California Government Code § 1031 in addition to the employment standards established by the City of Pacific Grove.

The following shall be disqualifying per Pacific Grove Police Department Policy Manual, Section 1000 – Recruitment and Selection (Disqualifiers include, but are not limited to the following):

1000.3.1 OPERATION OF MOTOR VEHICLE

- Receipt of three or more moving violations (or any single violation of a potential life threatening violation, such as reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included.
- Involvement as a driver in two or more chargeable (at fault) collisions within three years prior to date of application.
- A conviction for driving under the influence of alcohol and/or drugs within three years prior to application or any two convictions for driving under the influence of alcohol and/or drugs.

1000.3.2 INTEGRITY

- Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview (Personal History Statement or Supplemental Questionnaire) or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies.
- Any forgery, alteration, or intentional omission of material facts on an official employment application document or sustained episodes of academic cheating.

1000.3.3 CREDIBILITY AS A WITNESS IN A COURT OF LAW

- Conviction of any criminal offense classified as a misdemeanor under California law within three years prior to application.
- Conviction for two or more misdemeanor offenses under California law as an adult.
- Conviction of any offense classified as a misdemeanor under California law while employed as a police officer (including military police officers).
- Admission(s) of having committed any act amounting to a felony (including felony-misdemeanor offenses) under California law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers).
- Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft.
- Admission(s) of any act of domestic violence as defined by law, committed as an adult.

- Admission(s) of any criminal act, whether misdemeanor or felony, committed against children including but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, or indecent exposure. Acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts.
- Any history of actions resulting in civil lawsuits against the applicant or his/her employer may be disqualifying.

1000.3.4 DEPENDABILITY

- Missing any scheduled appointment during the process without prior permission.
- Having been disciplined by any employer (including military) as an adult for abuse of leave, gross insubordination, dereliction of duty, or persistent failure to follow established policies and regulations.
- Having been involuntarily dismissed (for any reason other than lay-off) from two or more employers as an adult.
- Having held more than seven paid positions with different employers within the past four years, or more than 15 paid positions with different employers in the past ten years (excluding military). Students who attend school away from their permanent legal residence may be excused from this requirement.
- Having undergone personal bankruptcy more than once, having current financial obligations for which legal judgments have not been satisfied, currently having wages garnished, or any other history of financial instability.
- Resigning from any paid position without notice shall be disqualifying, except where the presence of a hostile work environment is alleged.
- Having any outstanding warrant of arrest at time of application.

1000.3.5 LEARNING ABILITY

- Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application.
- Having academically dismissed from any POST certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another POST basic law enforcement academy shall rescind this requirement.

1000.3.6 PERSONAL SENSITIVITY

- Having been disciplined by any employer (including the military an/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination.
- Uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation.
- Having been disciplined by any employer as an adult for fighting in the workplace.

1000.3.7 JUDGMENT UNDER PRESSURE

- Admission(s) of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws.
- Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer.

1000.3.8 ILLEGAL USE OR POSSESSION OF DRUGS

- (a) The following examples of illegal drug use or possession will be considered automatic disqualifiers for public safety applicants, with no exceptions:
Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment
- Any adult use or possession of marijuana within one year prior to application for employment
 - Any other illegal adult use or possession of a drug not mentioned above (include cocaine) within three years prior to application for employment
 - Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college-accredited courses related to the criminal justice field
 - Any adult manufacture or cultivation of a drug or illegal substance
 - Failure to divulge to the Department any information about personal illegal use or possession of drugs
 - Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected.
- (b) The following examples of illegal drug use or possession will be considered in relationship to the overall background of that individual and may result in disqualification:
- Any illegal use or possession of a drug as a juvenile
 - 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 one year ago or cocaine use longer than three years ago.)
 - Any illegal or unauthorized use of prescription medications

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