



## OPEN & CONTINUOUS

Lateral Entry

### Police Officer

**\$70,416 - \$85,596**

**Annual Salary up to \$94,154**

with Bachelor's Degree and Advanced P.O.S.T.

City pays 4% of the 9% employee contribution to the CalPERS Safety Retirement Plan (3% @ 50)

## HIGHLIGHTS OF THE POSITION

The Concord Police Officer is typically the first line of contact with the public on behalf of the City. A large part of the Officer's role is to facilitate the resolution of problems by bringing together appropriate resources and to solve reoccurring problems. Community-Based policing is integrated into the traditional public safety activities of our Officers. Police Officers may be armed and may be assigned to work in uniform or plain clothes. Flexible shift schedules include 4-10 and 3-12 options, which may be changed periodically as job assignments may be rotated among patrol, traffic, criminal and juvenile investigation, radio dispatching and administrative services. Specialty assignments may add up to 5% additional pay. These assignments include Bicycle Patrol; Crime Scene Investigation; Detective (Narcotics, Juvenile, Property, and Persons); Downtown Beat/Foot Patrol; Gang Unit; K-9 Unit; School Resource Officer; and Traffic. Corporals, Field Training Officers/Police Training Officers and members of the SWAT Team can also receive additional pay.

The Police Officer duties require initiative, resourcefulness and the ability to analyze situations and in emergencies, to adopt a quick, effective and responsible course of action. The work involves frequent contact with the public and requires the ability to deal with persons in tense situations where relations may be strained. Additionally, Police Officers perform related and other work as required, all within the context of the City's Mission, Vision, and Values Statement and should hold a strong progressive customer service orientation.

### Specific responsibilities include the following:

- Patrols an assigned area by car, motorcycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; and apprehends and arrests law violators. Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.
- Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.
- Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; and issues citations.
- Appears in court to present evidence and testimony in connection with criminal prosecution. Searches, guards, transports, and assists in the booking and custodial care of prisoners. Serves writs, warrants, subpoenas, and other legal documents.
- May be assigned to assist in conducting special studies of crime prevention, traffic control, or other public safety issues.

## THE CANDIDATE

The ideal candidate will have the equivalent of **60 college semester units**. Candidates must possess a valid California Drivers License and a satisfactory driving record as a condition of hire and of continued employment. Applicants must be a citizen of the United States or a permanent resident alien who is eligible for, and who has applied for, citizenship at least one year prior to application for employment. Application for citizenship shall not have been denied.

### Police Service Standards - To be a candidate for a position in this class, the applicant must fulfill all of the following:

- **Age:** The candidate shall be at least 21 years of age at the time of Lateral Entry or Academy Graduate appointment.
- **Character & Background:** The candidate shall possess traits including initiative, alertness, integrity, reliability, courtesy, and good judgment; and shall not have been convicted by any state or by the Federal Government for a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison.
- **Hearing:** The candidate shall have normal hearing acuity.
- **Weight:** Weight shall be in good proportion with height.
- **Physical & Mental Condition:** The candidate shall be of sound physical condition; be of adequate physical stature, and possess strength, endurance and agility demonstrable in tests of physical performance and medical examination. The applicant shall be of good mentality and emotional maturity, in good health, and free from chronic disease, impairment of bodily function, loss or impairment of the use of any digit, history of psychosis or psycho-neurosis, or other disabling defects.

- **Vision:** The candidate shall possess normal color vision and visual functions. Each eye must be free of any abnormal condition or disease which might adversely affect performance of duty and there must be visual acuity of not less than 20/100 vision in both eyes without correction for glass wearers and not less than 20/200 vision in both eyes without correction for contact lens wearers.

**Lateral Entry:** To be eligible for Lateral Entry consideration, an individual **MUST** meet the above general requirements and have satisfactorily completed, in another jurisdiction, a probation period for a peace officer classification which is comparable to Concord's classification of Peace Officer and possess a P.O.S.T. Police Officer Basic Certificate.

## COMPETENCIES

**Candidates should possess the ability** to observe accurately and remember names, faces, numbers, incidents and places; to think and act quickly in emergencies, and to judge situations and people accurately; to learn standard operating procedures of police headquarters radio-telephone and keyboard-type communications equipment; to understand and interpret laws and regulations; to prepare clear, concise, and comprehensive written reports; to become proficient in self-defense techniques, and in the care and use of firearms; to follow oral and written instructions; and to deal courteously and effectively with the general public.

## SELECTION PROCEDURE

To apply, complete a City application form which is available for downloading on the City's website at [www.cityofconcord.org](http://www.cityofconcord.org) or visit the Human Resources Department, located at 2151 Salvio Street, Suite 350, Concord, California. This recruitment is **open and continuous**. Please return the completed application packet **and a copy of a P.O.S.T Basic Certificate** to the Human Resources Department, located at 2151 Salvio Street, Suite 350, Concord, California, or mail to 1950 Parkside Drive, MS/30, Concord, California, 94519. **Applications will be reviewed upon receipt.**

Candidates whose applications show that, among those competing, they are better qualified in terms of relevant training and experience will be invited to participate in the selection process. The selection process may include a qualifications appraisal interview and other test elements determined to be appropriate by the City. The duration of each phase of the selection procedure will be explained to candidates as they progress through the selection process. All candidates are subject to a comprehensive background check and pre-employment physical, which includes drug screening, polygraph examination, test of emotional stability, and a 12-month probation period. In accordance with Federal Law, candidates are to provide proof of identity and proof that they may legally work in the United States. All employees are also required to sign an oath of allegiance as provided by State Law.

## BENEFITS

- **Vacation:** Starting at 80 hours per year; increasing to 200 hours at 25 years of service. Ten (10) additional hours awarded per calendar year; eight (8) additional hours awarded annually on September 9<sup>th</sup>.
- **Holidays:** Twelve paid 10-hour holidays per year.
- **Sick Leave:** Twelve days per year with no limit on accumulation.
- **Shift Differential/Standby Pay:** Swing shift 5%. Grave shift 8%. Standby pay \$200.00/wk.
- **Master Police Officer Program:** 10% (Special rules apply for Lateral hires).
- **Health Benefits:** City provides PERS Health, which includes a variety of plans from which to choose. The City currently pays 97% of the Kaiser premium for employees and their eligible dependents. Effective January 1, 2012, the City will pay up to 94% of the Kaiser rate for employees and their eligible dependents. Employees will contribute 50% of future adjustments in the Kaiser rate. A cash benefit may be paid in lieu of coverage for employees who have health coverage from another source.
- **Dental Plan:** After 6 months, employees and eligible dependents are covered by a dental plan, which includes orthodontia coverage. City pays the total premium.
- **Employee Assistance Plan:** Provided to employees and eligible dependents.
- **Life Insurance:** City-paid benefit at twice annual salary.
- **Retirement Program:** The City participates in the Public Employees Retirement System (PERS), with a 3% at age 50 plan based on one-year final compensation. Employees contribute 5% of their salary towards the retirement plan. The City offers Employer Paid Member Contribution (EPMC) as part of final retirement compensation and retiree health insurance coverage analogous to active City employees.
- **Long Term Disability:** The City provides long-term disability protection.
- **Deferred Compensation:** 401(k) and 457 plans are available for employee contribution.
- **Tuition Refund:** With prior approval, the City reimburses tuition costs based on satisfactory completion of off-duty job-related courses or training.
- **Social Security/Medicare:** The City participates in the Federal Social Security and Medicare programs.
- **Career Development Opportunities:** An extensive training and development program is open to all employees during work hours.
- **Pre-Tax Savings Benefits:** Section 125 Flexible Dependent Care Assistance Program (DCAP) and Health Insurance Premium Conversion Program are available to eligible employees.
- **Police Professionalization Program:** Police Officers are eligible for participation in this program. Depending on the Officer's educational achievements and the possession of Intermediate and Advanced P.O.S.T. certificates, a salary enhancement of up to 10% is possible.
- **Other:** Policies also provide for certain leadership assignment differentials.

The City of Concord is an Equal Opportunity/Veteran's Preference Employer.

The provisions of this bulletin do not constitute a contract, express or implied and any provisions contained in this bulletin may be modified or revoked without notice. It is a policy of the City to refuse to consider a person for a position whenever that person's relationship to an employee, elected or appointed official, or member of a board or commission has the potential for creating adverse impact on supervision, safety, security, or morale, or involves a potential conflict of interest. Job announcement information is effective December 2011.