



CITY OF LAKEPORT
JOB ANNOUNCEMENT



POLICE OFFICER I, II, III*

Police Officer I - III: \$4,067 - \$5,681 per month
Scheduled COLA's: 2%; 2%; 3% (2019-2021)

Continuous Recruitment – Applications are reviewed as received.

**This position may be assigned to work as a Detective or School Resource Officer*

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x 103 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application](#) and copies of all required [certificates](#). Applications are reviewed expeditiously and eligible candidates called for an interview & testing. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview. Physical agility and written testing may be required. Finalists then must successfully pass a thorough background investigation, medical, polygraph, and psychological examinations. Fingerprints are required. Appointment to the position is contingent upon successfully passing all examinations. Applicants who successfully complete the examination process will be placed on an eligibility list.

HOURS OF WORK

Police Officers work on rotating shifts and work a "4-10" schedule (four, ten-hour work days).

JOB DEFINITION

Under general supervision, patrols an assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; performs related work as assigned.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Patrols an assigned area during an assigned shift and looks for indicators of possible criminal activity or threats to life and property; answers calls for police services; makes field contacts and completes forms; may conduct both preliminary and follow-up investigations.

Makes arrests as necessary; serves warrants and subpoenas; conducts searches and seizures; interviews victims, complainants, and witnesses; interrogates suspects; gathers and preserves evidence; receives, searches, and books prisoners; fingerprints and transports prisoners; testifies and presents evidence in court.

Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders. Writes reports and field notes; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicle, firearms, and other equipment.

Makes traffic stops and issues warnings, citations, investigates vehicle accidents, provides emergency medical care as necessary. Assists the public and answers questions; administers first aid and responds to calls for medical assistance; establishes and maintains good relationships with the general public.

LICENSES AND SPECIAL REQUIREMENTS

- **Lateral Entry:** At time of appointment, candidates must possess or be eligible for a California Basic P.O.S.T. Certificate. Please submit P.O.S.T. Basic, Intermediate or Advanced Certificates at the time of application.
- **Academy Graduate:** At time of appointment, candidates must have successfully completed a California P.O.S.T. approved Basic Academy within the last 3 years. The P.O.S.T. Basic Academy Certificate must be submitted at the time of application.
- **Academy in Process:** Applicants must be currently enrolled at a California Peace Officer Standards and Training (POST) approved Police Academy and must graduate prior to hire.
- **All Candidates:** Must have a high school diploma or equivalent; possess or be eligible for a valid First Aid and CPR Certificate; be at least twenty-one years old at time of appointment; weight proportional to height; uncorrected vision of 20/100 or better in both eyes and must be corrected to 20/30; normal color vision; possess sufficient strength and agility necessary to perform the duties of a Police Officer; possess a valid California Driver's License at time of appointment; and live within a reasonable response time of the Police Department.

PHYSICAL PROFILE

Positions in this category are involved in active public-safety duties, which involve the safeguarding of individuals, public and property. Incumbents are required to meet the physical standards to ensure the ability to carry out this responsibility.

EMPLOYEE BENEFITS

·**Salary Ranges:** Current salary ranges are: Police Officer I: \$4,067 – \$5,190 per month; Police Officer II: \$4,255 - \$5,431 per month; Police Officer III: \$4,450 - \$5,681 per month. The following cost of living adjustments have been negotiated: Two percent (2%) on July 1, 2019; two percent (2%) on July 1, 2020; and three percent (3%) on July 1, 2021

·**Public Employees Retirement System:** The City provides the PERS retirement program at the following formulas: 2.7%@57 for new members and 3%@55 for classic members. The City does not participate in Social Security.

·**Holidays:** Thirteen holidays paid bi-annually.

·**Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

·**Sick Leave:** Sick leave accrual of 12 days per year.

·**Medical, Dental Life Insurance:** The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

·**Uniform Allowance:** The City pays \$817.50 per year.

·**P.O.S.T. Certificate Pay:** An officer may earn 2.5% certificate pay for Intermediate certificate and 2.5% for Advanced certificate. *(Total for Intermediate and Advanced Certificate 5%)*

THE RECRUITMENT PROCESS

·**Application:** Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for.

· **Examination:** Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an exam or a combination of exams as indicated in the announcement.

· **Exam Accommodations:** In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources

Department in advance at (707) 263-5615 x 103 so your request may be reviewed prior to the occurrence of testing.

·Probationary Period: Police employees appointed to regular positions serve a twelve (12) month probationary period.

The Lakeport Police Is Offering Reimbursement for Academy Training Cost

Our successful candidate for the attached recruitment may be eligible for up to **\$6,000 reimbursement** in qualified expenses. Payments are made incrementally at the time of hire, completion of field training, completion of probation, completion of two years of service, completion of three years of service. An employment contract agreeing to three years of service will be required.

If you have successfully completed a POST-certified police academy within the past two years, you may be qualified!

For more information call Administrative Services Director, Kelly Buendia at (707) 263-5615 ext. 101; or, email kbuendia@cityoflakeport.com.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or military and veteran status.

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