



CITY OF LAKEPORT
JOB ANNOUNCEMENT



POLICE OFFICER TRAINEE

\$3,120 per month

Filing Deadline: **5:00 p.m. on Wednesday, October 2, 2019**
or after receipt of 20 qualified applications

ABOUT THE POSITION

Police Officer Trainees are those individuals who have not completed a Basic Police Academy. The City of Lakeport will pay those individuals hired as Police Officer Trainees while they attend the Basic Police Academy, as well as, pay the cost of the Academy. Upon graduation, they are sworn in and appointed to Police Officer and are assigned to the Field Training Program. For more information on the Police Officer Position see the [Police Officer I](#) section of this flyer.

APPLICATION PROCESS

1. Complete a City of Lakeport application found by visiting the [Employment page](#) of the City's website.
2. Applications will be reviewed for minimum qualifications:
 - a. Minimum education requirements: U.S. high school diploma, GED, or California High School Proficiency. College education is desired.
 - b. 21 years of age at time of graduation from the Police Academy
 - c. Valid driver license
 - d. A felony conviction as an adult is disqualifying
 - e. U.S. citizen or currently have a citizenship application in process
 - f. Meet standards for visual acuity, illegal drug use, and driving history
3. Applicants meeting minimum qualifications will proceed to the four-part examination process.
4. Completed POST Personal History Statement submitted at the oral interview on October 9, or October 10, 2019.
5. Must live within a reasonable response time of the Police Department.

PART I – PHYSICAL AGILITY TEST

Part I Testing is designed to evaluate your physical agility and includes the following:

- **OBSTACLE COURSE** Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle that must be vaulted
- **BODY DRAG** Lift and drag a 165-pound lifelike dummy 32-feet
- **CHAIN LINK FENCE** Run 5 yards to a 6-foot chain link fence, climb over fence, continue running another 25 yards
- **SOLID FENCE CLIMB** Run 5 yards to a 6 foot solid fence, climb over fence, continue running another 25 yards.
- **500-YARD RUN** Run 500 yards

The tentative test dates for Part I are October 3 or 4, 2019

To schedule your test time, call Dawn Miller at 707-263-5615 ext. 103 no later than 5 p.m. 10/02/2019

PART II – P.O.S.T WRITTEN EXAM

Part II Testing consists of the P.O.S.T. Written Examination. The P.O.S.T. (Peace Officer Standards and Training) Entry Level Law Enforcement Test Battery (PELLETB) is a written examination designed to measure your reading comprehension skills and your ability to spell and understand commonly-used vocabulary words. The City of Lakeport will accept testing scores from other agencies that are less than one year old. (Minimum qualifying score: T-Score of 42).

For the P.O.S.T. Preparation Guide go to: https://post.ca.gov/portals/0/post_docs/publications/poWrittenPracticeTest.pdf

The tentative test date for Part II is October 8, 2019

PART III – DEPARTMENT WRITTEN EXAM

Part III Testing is designed to evaluate your interpersonal skills, critical thinking ability, judgment and problem-solving effectiveness, and written communication skills.

The tentative test date for Part III is October 8, 2019

PART IV - INTERVIEWS

The Appraisal Interview is designed to measure your education, training, experience, problem solving, interpersonal skills, community involvement/cultural awareness and job-related qualifications for the position. A completed Personal History Statement (PHS) must be submitted at the time of the appraisal interview on October 9 or 10, 2019. Forms can be found at: <https://post.ca.gov/forms.aspx>

Candidates with the highest scores, will be scheduled for the Chief's Interview.

The tentative dates for Appraisal Interviews are October 9 and 10, 2019

The tentative date for the Chief's Interviews is October 11, 2019

PART V – BACKGROUND INVESTIGATION

1. Police records check. (A felony conviction as an adult is disqualifying)
2. Thorough review of illegal drug use and DMV driving record.
3. Personal History Statement consists of inquiries into the following areas: Education, Employment, Financial, Legal, Military, Motor Vehicle Operation, Personal References, and Residences. For more information on the Personal History statement: <https://post.ca.gov/forms.aspx>
4. Polygraph Examination
5. Conditional Offer of Employment
6. Psychological Examination
7. Medical Examination

EMPLOYMENT OFFER

1. Upon successful completion of the background investigation phase and affirmative recommendation from both the City's designated psychologist and medical examiner, a formal offer of employment is made.
2. Police Officer Trainees are hired into this civilian (non-sworn) position for the period they are enrolled in the Basic Police Academy (20 weeks).

3. Police Officer Trainees receive retirement benefits under the Public Employee Retirement System (CalPERS). For more information: www.calpers.ca.gov.
4. Police Officer Trainees receive uniforms for the Basic Police Academy
5. For Trainees attending College of the Siskiyous Academy, the work location is Weed, California and the Trainee shall receive housing and meals at the Academy.
6. For Trainees attending Santa Rosa College Academy, the work location is in Windsor, California and the Trainee shall receive mileage and meal allowance as prescribed by POST.

BASIC POLICE ACADEMY

1. The 20-24 week intensive academy teaches Criminal Law, Laws of Search and Seizure, Laws of Evidence, Traffic Laws, Investigative Techniques, Patrol Procedures, Firearms, Defensive Driver Training, Defensive Tactics, Police Report Writing, First Aid and CPR. In addition to providing academic instruction and evaluation, your physical strength and agility will be tested. There are 800 total classroom hours (21 semester units). For more information regarding the police academy: Santa Rosa College: <https://pstc.santarosa.edu/police-academy-intensive>
College of the Siskiyous: <http://www.siskiyous.edu/cte/adj/academy.htm>
2. During the Police Academy, Police Officer trainers meet weekly with Police Officer Trainees to monitor their progress and address any concerns.
3. Police Officer Trainees are sworn in and appointed to the classification of Police Officer at the time of graduation from the Police Academy at Step 1 of the salary range with full Police Officer benefits.
4. Upon graduation, Police Officers commence a 12-month probationary period.
5. For this recruitment, Academy begins January 6, 2020.

FIELD TRAINING PROGRAM

1. Police Officers are assigned to the Field Training Program prior to assuming full responsibility in a solo officer assignment. Experienced Field Training Officers serve as trainers, coaches, and role models to guide officers through the learning experience. Field Training Officers provide daily coaching, guidance, and counseling.
2. The primary objectives of the Field Training Program are to develop and enhance an officer's learning from the Academy within the community environment through real-life activities, and to provide consistent evaluations of skills, knowledge, application, and ability to problem-solve effectively. Officers will learn to perform normal police activities, respond to calls for service, and analyze complex problems.
3. The Field Training Program is 17 consecutive weeks. This includes 2 weeks of department orientation and training, 1 week of field orientation, 14 weeks of training and evaluation, which includes 1 week of solo officer assessment. The training program includes training in:
 - Firearms
 - Defensive tactics
 - Policies and procedures
 - Officer safety
 - Ethics
 - Use of force
 - Patrol and emergency vehicle operations
 - Community relations and professional demeanor
 - Radio communications
 - Leadership
 - California codes and laws
 - Search and seizure
 - Report writing
 - Control of persons/prisoners/mentally ill
 - Patrol procedures
 - Investigations and evidence
 - Tactical communications and conflict resolution
 - Traffic enforcement and investigation
 - Self-initiated activity

During the training, officers are apprised daily of their progress through verbal and written feedback and evaluations.

POLICE OFFICER I
JOB DEFINITION, EXAMPLES OF DUTIES, AND BENEFITS

\$4,148 - \$5,294 per month

Please see full job description available with application packet.

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.

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

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, and 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.

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 insure the ability to carry out this responsibility.

EMPLOYEE BENEFITS

- **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. **Police Trainees are provided the 2%@60 formula for new members under the miscellaneous employee plan.**
- **Holidays:** Thirteen holidays paid bi-annually. **Police Trainees do not earn holiday pay.**
- **Vacation:** Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service. **Police Trainees do not earn vacation pay.**
- **Sick Leave:** Sick leave accrual of 12 days per year. **Police Trainees earn 24 hours of sick leave annually.**
- **Medical, Dental Life Insurance:** The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium. **Trainees will pay a percentage of the medical premium.**
- **Uniform Allowance:** The City pays \$817.50 per year. **Police Trainees are provided Academy uniforms.**
- **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%)*

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 x103 so your request may be reviewed prior to the occurrence of testing.

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.

**Opened 09/05/2019 – Closes 10/02/2019 or
after receipt of 20 qualified applications**