

POLICE OFFICER APPLICANT INFORMATION

BENEFITS

- **Retirement:** CalPERS retirement 2.7% @ 57
- **Sick Leave:** 12 days per year at the rate of 3.69 hours accrued each bi-weekly pay period
- **Vacation Leave:**
 - 80 annual hours for those employed 0-3 years
 - 120 annual hours for those employed 3 years, 1 day to 9 years
 - 160 annual hours for those employed 9 years, 1 day to 15 years
 - 200 annual hours for those employed 15 years, 1 day and beyond
- **Paid Holidays:** 14 paid holidays annually
- **Medical Benefits:** Medical, dental, vision, and employee assistance program benefits, with all annual premiums for employees and dependents, currently paid for by the City.
- **Life Insurance:** Each employee receives an employer paid life insurance policy in the amount of 1x their annual salary, rounded to the nearest \$1k.
- **Other Benefits:** 2.5% Shift differential; uniform & cleaning allowance; optional, employee paid, Mass Mutual deferred compensation retirement account options; and optional, employee paid AFLAC benefits.
- **Probationary Period:** Eighteen (18) months - may be reduced to twelve (12) months with approval of the Police Chief.

DISCLAIMER: No warranty; although great care has been taken to accurately report available benefits, there has been no warranty of complete benefits summary intended. Naturally, all information provided is subject to actual terms of the legal documents controlling any and all benefits programs.

SELECTION PROCESS

Employment Interest / Application for Employment forms and typed résumé will be screened for qualifications. Qualified candidates will be invited to an oral board interview, which will evaluate education, training, experience, and personal fitness for this position. Qualified candidates will also be required to complete, in their own handwriting, a P.O.S.T Personal History Statement.

Candidates, who successfully complete the above, will be placed on a list of qualified candidates. Prior to a Conditional Job Offer, candidates will be required to successfully complete a thorough background investigation. Upon a Conditional Job Offer and prior to being hired, candidates must successfully complete a comprehensive medical examination, psychological evaluation, drug testing, and / or polygraph examination.

APPLICATION / INFORMATION

A complete application packet consists of the following:

- Typed résumé of qualifications, limited to two (2) pages
- Employment Interest / Application for Employment (available online at <http://thecityofwillits.com/city-departments/police/>)
- Copy of their P.O.S.T. Basic Certificate or Academy Certificate

Forms and other information may be obtained at:

Willits Police Department,
125 E. Commercial St., Ste. 150
Willits, CA 95490

or

By Contacting Detective Scott Warnock, at (707) 459-7164 / warnocks@co.mendocino.ca.us

Complete original application packets should be mailed to the address above. Emailed and faxed applications not accepted.

EQUAL EMPLOYMENT OPPORTUNITY / WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

The City of Willits does not discriminate in employment on the basis of race, religion, gender, national origin, age, handicap, or other protected class status.

NOTICE

These provisions do not constitute an express or implied contract and any provisions contained in this bulletin may be modified or changed by labor agreement.

**CITY OF WILLITS
JOB DESCRIPTION**

JOB TITLE: POLICE OFFICER

REPORTS TO: POLICE SERGEANT

POSITION SUMMARY:

- Under general supervision, performs law enforcement and crime prevention work; controls traffic flow and enforces federal, state, county and city ordinances, codes and laws; enforces traffic laws and regulations; performs Community Oriented Policing; investigates crimes and promotes peace within the community in which they serve; and perform other duties as required.

ESSENTIAL FUNCTIONS:

- Sit for long periods at a time in assigned vehicle, behind a desk writing reports on computers, interviewing and taking statements from suspects, victims, witnesses, and during stake-outs or surveillance operations. Walk and stand for long periods during foot surveillance, doing surveys as required by Community Oriented Policing concept, during stakeouts and the following of known or suspected criminals or drug activities, during parades or other special events, directing traffic at collision scenes, talking to mentally disoriented persons during hostage or suicide situations, taking reports, and standing at podiums for presentations.
- Normal vision in both eyes for day and night; correctable to 20/20 with glasses or contact lenses; must be 20/40 uncorrected, in case glasses are knocked off during combat with suspect or during other emergency; vision cannot be tunnel or have any obstruction which would not allow for operating a motor vehicle or observation of other activities while patrolling a given area of responsibility; must be able to have good peripheral vision while patrolling and also be able to read penal and other codes and complete citations or other fine print documents; must be able to read license plates or observe criminal activity at a distance; must have normal color vision and be able to distinguish solid colors for descriptive information on vehicles, persons, clothing and other information as required.
- Must have use of both hands and fingers for dexterity in order to complete the following tasks as required: type, write or print, turn pages in books and citations; collect hairs and other fine pieces of evidence at crime scenes; dust and spray for latent prints; turn caps, lids on containers, door knobs and other items to make entry; answer radio communications via radio microphone and depress buttons on shotguns and safety mechanisms on firearms; safely and accurately shoot a firearm; react to combative suspects by pulling, grabbing,

struggling, restraining, holding, handcuffing, spraying and other physically demanding hands on training or work related activities.

- Must have good hearing without aid in order to hear suspects, victims, sirens, audio radios, firearms, and other police related activities which would place the officer in danger if not able to hear those sounds; must be able to communicate by hearing a portable radio or in a SWAT operation hear a listening device; must be able to take statements and communicate for investigative purposes at crime scenes and traffic accidents as well as other related police work.
- Must be able to have normal smelling abilities in order to distinguish odors such as chemicals used in the manufacturing of narcotics; marijuana smoke and smell for identification of drug use; alcohol use within vehicle; smoke from fires or other related safety oriented functions within police work.
- Must be able to communicate verbally with victims, witnesses, suspects, responsables and other persons contacted during a law enforcement duty day. Must be able to take verbal taped statements. Must have command presence when directing people during an emergency. Must be able to verbally warn others including officers of immediate or impending danger.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Patrols designated areas of the city on assigned shifts.
- Answers calls for the protection of life and property , and the enforcement of federal, state, county, and city laws, ordinances and codes.
- Stops operators of vehicles who violate the law; warns and advises operators of vehicles against unlawful practices and issues citations when applicable.
- Makes observations of suspicious acts and unsafe conditions and arrests violators of the law.
- Regulates vehicle flow at times of emergency or congestion or during special events.
- Conducts surveys within Beat Health areas and completes Community Oriented Policing assignments as required; works with the community in an effort to resolve and assist with concerns and complaints.

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- Gives information and directions to the public.
- Writes and serves search warrants, Ramey warrants, arrest warrants and other warrants as issued by the court; testifies and prepares cases for court adjudication.
- Administers first aid and CPR as required.
- Prepares reports for crimes committed, arrests made, investigations conducted, unusual incidents requiring documentation and other reports as required to complete normal job requirements.
- Receives, searches, books, fingerprints, and transports prisoners.
- Performs foot patrol, security checks of buildings and businesses and other security functions within the city.
- Conducts investigations and processing of evidence at crime and accident scenes; collects and preserves all evidence, property and other related duties as required; completes follow-up investigations of crime reports taken or reported.
- Continually maintains contact with citizens regarding potential law enforcement problems and preserves good relationships with the general public.
- Performs animal regulation tasks as assigned.
- Keeps in good physical condition in order to overcome resistive and combative suspects by using approved use of force guidelines.
- Continually qualifies and trains in the areas of use of force, firearms qualification, defensive tactics, crowd control techniques, baton usage, domestic violence and other required mandatory training.
- Keeps current on all federal, state and local laws and case decisions as well as the City of Willits Police Department Policies and Procedures.

MATERIALS, EQUIPMENT AND TOOLS:

Vehicle as assigned; uniform as specified in General Orders including duty belt, weapon and other equipment as specified in Departmental Policy and General Orders; computers and specified

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computer software programs; tape recording equipment, video cassette recorders, cameras, microscopes, photo-imaging equipment, latent print equipment, video cameras, and computer generated imaging equipment; Search Warrant Software programming for writing search warrants; emergency lights, siren, shotgun release, microphone, and emergency vehicle; use pepper spray, mace and other chemicals as required to effect arrests or conduct evidentiary examination; use baton, PR-24, stun-gun or other defensive weapons; assigned firearms.

SPECIAL REQUIREMENTS:

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship, except as provided in Section 2267 of the Vehicle Code.
- Be at least 18 years of age.
- Be fingerprinted for purposes of search of local, state and national fingerprint files to disclose any criminal record.
- Be of good moral character, as determined by a thorough background investigation.
- Be a high school graduate, pass the General Education Development Test indicating high school graduation level, or have attained a two-year or four-year degree from a college or university accredited by the Western Association of Colleges and Universities; provided that this subdivision shall not apply to any public officer or employee who was employed, prior to the effective date of the amendment of this section made at the 1971 Regular Session of the Legislature if any position declared by law prior to the effective date of such amendment to be peace officer positions.
- Be found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer. Physical condition shall be evaluated by a licensed physician and surgeon. Emotional and mental condition shall be evaluated by a licensed physician and surgeon or by a licensed psychologist who has a doctoral degree in psychology and at least five years of postgraduate experience in the diagnosis and treatment of emotional and mental disorders.
- Excellent physical condition; free from any disqualifying conditions cited in the document "Medical Screening Manual for California Law Enforcement" published by the Commission on Peace Officer Standards and Training.
- Achievement of "acceptable" rating in the City psychological evaluation.

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- Vision: Both eyes corrected 20/20 with glasses or contact lenses or 20/40 uncorrected.
- Possession of a valid Class C or higher California Driver's license; good driving record.
- Successfully complete the Willits Police Department Field Training Program.
- Graduate of POST approved Basic Academy at time of appointment.
- Possession of an Advanced First Aid certificate, including CPR.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

- Employment with another department submitting as a Lateral or Employment as a Police Recruit with the City of Willits.
- Possession of a P.O.S.T. Basic and/or Intermediate Certificate.

Knowledge of:

- All laws and case laws affecting the proper usage of those laws as depicted by law enforcement agencies throughout California.

Ability to:

- Read, understand, and know how to research laws through the California Legal Resource book and other sources.
- Write and print legibly so that others can read and understand reports.
- Have good recall ability in order to remember names, numbers, incidents and places and other related law enforcement tasks and case laws.
- Think and act quickly and accurately during emergency situations.
- Carry out oral and written orders and directions.
- Meet physical demands and standards as required by a Police Officer.

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- Learn standard broadcasting procedures of a police radio system.
- Use and carry firearms
- Work cooperatively with others.

EXPERIENCE/EDUCATION:

- Possession of a certificate of completion from a POST certified Basic Academy.
- High School Diploma or equivalent.

PHYSICAL REQUIREMENTS:

Frequent walking, running, crawling, twisting, bending, grabbing, restraining, wrestling, struggling, climbing, sitting, standing, walking on uneven and slippery surfaces, carrying an 80 pound object or dragging a 150 pound object for 80 feet; occasional squatting for hiding, kneeling, laying in a prone position, jumping; must be flexible, have static-explosive-dynamic-trunk strength in order to overcome combative suspects, good coordination and equilibrium; arm and hand steadiness for shooting firearms and doing articulate evidentiary collection; good hand dexterity and coordination for computer and other related duties; good vision both far and near as well as color; good hearing; good physical conditioning for stamina, mobility and effort utilized in the policing duties.

Gordon Logan, City Manager
City Manager

Date