



CITY OF TURLOCK
invites applications for the position of:
POLICE OFFICER TRAINEE

An Equal Opportunity Employer

SALARY

Monthly
\$3,960.00 - \$4,813.00

OPENING DATE: 09/02/16

CLOSING DATE: 09/28/16 05:00 PM

DEFINITION & DISTINGUISHING CHARACTERISTICS: The City of Turlock is currently accepting applications for the position of Police Officer Trainee. The Police Officer Trainee is a non-sworn, full-time, benefited position within the Police Department. The incumbent in this position is preparing for, or currently participating in, a full-time California Basic Police Academy authorized and certified under the guidelines of the California Peace Officers Standards and Training (P.O.S.T.).

All applications must be submitted to Human Resources no later than Wednesday, September 28, 2016, at 5 p.m. or until sufficient applications have been received.

An eligibility list will be established from this recruitment that will be valid for six (6) months.

SUPERVISION RECEIVED AND EXERCISED

A Field Training Officer (FTO) from the Turlock Police Department's field training staff supervises this position with general supervision provided by the Field Operations Division Managers (Captain or Lieutenants), as assigned. The Police Officer Trainee may be assigned to work for any division within the department before or after attending the police academy, or during extended breaks from the academy, and prior to being officially sworn-in as a regular full-time Police Officer with the City of Turlock.

DISTINGUISHING CHARACTERISTICS

This is an entry-level classification designed to allow for the assessment, hiring, and training of suitable candidates for the position of Police Officer. The Police Officer Trainee is expected to prepare for, attend, and successfully pass – at all stages – a P.O.S.T. certified Basic Police Academy program selected by the Department. This is a non-represented position. The incumbent will serve an eighteen (18) month probation period. Failure to make satisfactory progress before, during, or after the Basic Police Academy may be cause for release from the program. Duties and responsibilities are to be performed in accordance with municipal codes, ordinances, City policy, and related regulating entities. Upon successful completion of the Basic Police Academy program, the incumbent will be appointed to the Police Officer I position and will serve a new eighteen (18) month probationary period.

**ESSENTIAL
FUNCTIONS:****ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attain and maintain the ability to successfully enter and complete a POST certified California police academy.
- Attend classroom activities, scenarios, physical training and other assigned duties, tasks and assignments in the Police Academy.
- Complete all graded work with a satisfactory score.
- Maintain honor, demeanor and self-control to the satisfaction of the Recruit Training Officer (RTO) and assigned Turlock FTO.
- Maintain a moral, ethical and legal standard commensurate with the Law Enforcement Code of Ethics.
- Successfully pass the prescribed and required firearms training course.
- Follow instructions and directions of assigned supervisors, completing tasks correctly and in a timely manner.
- Directs traffic, including regulation of traffic flow at times of emergency or congestion.
- Prepares reports.
- Gives information and directions to the general public.
- Assist in assigned projects such as licensing of business, building maintenance, issuance of permits and other tasks as assigned.
- P.A.L. (Police Activities Leagues) - To participate in the youth athletic programs.
- Cooperates with other law enforcement agencies.
- Confers with supervisor on progress and problems concerning assigned duties and tasks.
- Other duties appropriate for the non-sworn position.

ABILITY TO

- Demonstrate an ability to learn and implement police procedures and methods.
- Analyze situations accurately and adopt effective courses of action; ability to observe, assimilate, remember, record and recall pertinent facts and details.
- Learn laws of arrest and pertinent local, state, and federal laws.
- Learn criminal investigations techniques and procedures.
- Learn the safe use and care of firearms.
- Exercise restraint and good judgment in a variety of emergency situations.
- Understand and carry out oral and written directions.
- Prepare accurate case reports; write clearly, accurately, concisely, legibly and in correct grammatical structure and with correct syntax.
- Use a computer and various software applications.
- Meet established standards of physical endurance, agility, health, and vision.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**MINIMUM
QUALIFICATIONS:****AGE:**

Twenty one (21) years old at time of appointment as a Police Officer.

Proof of age is copy of an official United States issued birth certificate or any document accepted for proof of citizenship.

CITIZENSHIP:

Pursuant to California Government Code 1031 (a): Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

Proof of citizenship requirement is copy of an official United States issued birth certificate or official United States naturalization documentation.

EDUCATION:

Be a high school graduate from a United States public school, an accredited United States Department of Defense high school or an accredited or approved public or nonpublic high school.

Or pass the General Education Development Test indicating high school graduation level.

Or pass the California High School Proficiency Examination.

Or have attained a two (2) year, four (4) year, or advanced degree from an accredited college or university.

Proof of education is a copy of one of the following: A high school diploma, a college degree, a high school transcript, a college transcript or, if applicable, GED or Proficiency Exam certificates.

COLLEGE UNITS:

Completion of thirty (30) college units from an accredited college or university. College units earned for attending the police academy will apply if necessary. If currently enrolled in a police academy, you must provide proof of the number of units you will earn from the academy. College credits for military service may be used to meet this requirement upon review of your military service transcript.

Proof of units completed is a copy of a college transcript and/or your military service transcript or a copy of your college degree.

DRIVERS LICENSE:

Possession of a valid California Driver's license – minimum "Class C" – to be maintained as a condition of continued employment.

Proof of drivers license is a copy of your drivers license.

EXPERIENCE AND EDUCATION:

EXPERIENCE

Although no law enforcement or public safety experience is necessary for this entry-level position, the candidate must demonstrate the life-experience and common sense necessary to achieve a satisfactory score from assessors on the initial interview panel.

EDUCATION

Refer to Minimum Qualifications Section.

CERTIFICATES

Possession of an advanced first aid certificate issued by the American Red Cross must also be obtained within eighteen (18) months of appointment. Successful completion of a certified California Basic Police Academy within the first twelve (12) months is a condition of continued employment.

PHYSICAL REQUIREMENTS

Must take and pass the P.O.S.T. academy physical fitness test with a score required to enter the police academy. The test will be given as part of the application process.

Maintain physical ability and stamina to meet police and safety standards including: See well enough to drive vehicles, make valid identifications, use firearms, write reports; and, hear well enough to converse on the radio, telephone, and in person over incident noise, to be alert to situations of danger; and, bodily mobility to make rapid transitions from rest to near maximal exertion without warm-up periods, stamina and endurance necessary in the apprehension of suspects, use of hands and fingers to write, to utilize safety gear, and drive vehicles; and, must be able to lift equipment as necessary.

READING AND WRITTEN EXAMINATION

Must take and pass the P.O.S.T. Entry Level Law Enforcement Test Battery with a score required to enter the police academy. The test will be given as part of the application process.

SUPPLEMENTAL QUESTIONNAIRE

Must complete and return the attached questionnaire with the application.

SELECTION PROCESS

1. All applicants must complete and return a standard Application for Employment form

and attach completed supplemental questionnaire.

and attach proof that all minimum qualifications listed above are met.

2. Applications will be reviewed for minimum qualifications. Applications will be rejected if incomplete or if all required documentations and the completed supplemental questionnaire is not submitted with the application.

3. You may submit your required documentation using the following options:

- a. Attach a scanned copy in the "Add Attachment" option, **or**
- b. Fax a copy to (209) 668-5529, **or**
- c. Email a copy to csalcedo@turlock.ca.us, **or**
- d. Hand deliver copies of your documentation to 156 S. Broadway, Suite 235, Turlock, CA 95380 on or before the final filing date.

If you are applying on line and attaching documentation to your application, contact Human Resources to assure all of your documentation has been received.

4. Candidates who possess the minimum qualifications and have submitted complete application packets will be invited to compete in the testing process.
5. In the event that a large number of applicants possess the minimum qualifications, applicants who appear to be the most qualified based on their experience and education will be invited to compete in the testing process.
6. Candidates invited to compete in the testing process may be required to take a written examination, which is graded on a pass/fail basis. Only those applicants who pass the written examination will advance to the oral examination.
7. Candidates may also be required to pass a physical performance test that evaluates abilities to perform physical activities typically performed by Police Officers. Candidates must pass the physical performance test (if administered) in order to continue in the testing process.
8. Candidates invited to compete in an oral examination that receives a score of 70% or more will be placed on an eligibility list. Ranking on the eligibility list is based solely on the results of the oral exam.
9. Top candidates on the eligibility list will be referred to the Turlock Police Department for a Command Staff interview to determine which applicant(s) are referred for a background investigation.
10. Final appointment to the position of Police Officer will be contingent upon passing the following:
 - a. Background Investigation,
 - b. Chief of Police interview,
 - c. Medical examination (including drug screening, hearing and vision examinations), and
 - d. Psychological examination.

VETERAN'S PREFERENCE SYSTEM

The City of Turlock has adopted a veterans' preference system (effective January 1, 2002). The percentage score achieved through entrance (non-promotional) examination which ranks applicants on an eligibility list shall be adjusted to provided: (a) one (1) percentage point added to the final test score for each six (6) months of active service during time of armed conflict, up to a maximum of five (5) points and (b) five (5) percentage points added to the final test score for veterans who are disabled as a result of active military service during time of armed conflict, regardless of length of service. To receive preference points, applicants must provide supporting documentation and proof of honorable discharge. In no event shall an applicant receive more than a five (5) point adjustment. This request should be made in section #12 of the employment application form. *A copy of your DD214 must be attached for this request to be considered.*

TATTOO POLICY

Turlock Police Department has a Tattoo Policy which states all tattoos shall be covered while on-duty and/or representing the Turlock Police Department in any official capacity.

MEDICAL EXAMINATION AND DRUG SCREENING

Every person who receives a conditional offer for a Police Officer Trainee position with the City of Turlock will be required to submit to a pre-employment medical examination which, in accordance with the City of Turlock drug screening policy, will include drug screening. Refusal or failure to provide or pass the drug screening will result in revocation of the conditional offer of Police Officer Trainee.

CUSTOMER SERVICE POLICY

The City of Turlock is committed to quality service to our customers. Our goal is to create a positive, productive and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

HIRING POLICY RELATED TO SMOKING AND TOBACCO USE

All employees hired after January 1, 2014, as a condition of employment, shall not smoke and/or use any tobacco products. Employees hired after January 1, 2014, will be required to sign a "No Smoking and Tobacco Use Agreement". As a condition of continued employment, all employees hired after January 1, 2014; shall remain a non-smoker and /or non-tobacco user whether on duty or off duty. Failure to comply with this policy may lead to disciplinary action, up to and including termination of employment.

CITY OF TURLOCK WORK ATTIRE/ PERSONAL APPEARANCE POLICY

The City of Turlock adopted a Work/Attire Personal appearance Policy on April 17, 2014. This Policy describes guidelines regarding appropriate work attire, appearance and hygiene for the City of Turlock and applies to all regular and part time employees, volunteers and interns.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Turlock is an Equal Opportunity Employer committed to Affirmative Action. We are sincerely interested in receiving applications from qualified minorities, women and the disabled.

Qualified applicants receive equal consideration without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition, political affiliation or belief except where indicated by requirements of the job.

The City of Turlock will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced process. Applicants are asked to indicate their request for accommodation in section #6 of the application form.

BENEFITS

- Retirement - Participation in PERS retirement system. "Classic " PERS employees are eligible for 3% at 50. Employees hired after January 1, 2013, who are new to CalPERS or are returning members with a break in service greater than six months, will be enrolled in the formula 2.7% at 57 retirement plan.

- Fully paid health plan for employee and family
- Term Life Insurance at 1 1/2 times annual salary
- Long Term Disability Insurance
- Liberal vacation, holiday and leave plans
- Intermediate P.O.S.T. Certificate - 5% of base pay
- Advanced P.O.S.T. Certificate - 3.5 % of base pay (Increases to 5% effective 8/1/2015)
- Associate's Degree or Equivalent - 2.5% of base pay
- Bachelor's Degree - Additional 2.5% of base pay
- Master's Degree - Additional 2.5% of base pay
- Bilingual Pay - 5% of base pay
- Liberal annual uniform allowance
- Tuition Reimbursement
- Interest free computer loan
- The City does not participate in Social Security; however, there will be a 1.45% tax in salary for Medicare

PLEASE NOTE: Information contained herein does not constitute an expressed or implied contract as it is subject to change.

WHERE TO APPLY

City of Turlock
 Human Resources Division
 156 S. Broadway, Suite 235
 Turlock, CA 95380-5454
 (209) 668-5540

or

Visit our website at www.cityofturlock.org to apply.

ALL APPLICATIONS MUST BE RETURNED TO THE HUMAN RESOURCES DIVISION NO LATER THAN WEDNESDAY, SEPTEMBER 28, 2016.

Postmarks will not be accepted.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofturlock.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

156 S. Broadway, Ste. 235
 Turlock, CA 95380
 (209) 668-5540
 (209) 668-5542 ex. 1109
 FAX Number: (209) 668-5529

Job #9-2016
 POLICE OFFICER TRAINEE
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POLICE OFFICER TRAINEE Supplemental Questionnaire

* 1. Have you ever been convicted of a felony? (California Gov. Code 1029, TPD Policy 1000.4.1(a) and 1000.4.2)

Yes No

- * 2. Have you been convicted of any misdemeanor within the past two years? (TPD Policy 1000.4.3)
 Yes No
- * 3. Are you on probation (supervised or unsupervised) for any criminal conviction? (TPD Policy 1000.4.3)
 Yes No
- * 4. Have you ever been convicted of any of the following misdemeanors: Larceny/theft, assault or battery, indecent exposure, annoying children, perjury, resisting arrest, filing a false police report, impersonating a peace officer, domestic violence or fraud? (TPD Policy 1000.4.3)
 Yes No
- * 5. Are you prohibited from owning or having in your possession or under your control any firearm? (TPD Policy 1000.4.3 and felony conviction)
 Yes No
- * 6. Have you committed any act which would be a felony in this state within the last five years? (TPD Policy 1000.4.4(a))
 Yes No
- * 7. Have you ever committed any of the following criminal acts: Forcible rape, robbery, possession of a controlled substance for sale, assault with a deadly weapon, lewd acts with a child, perjury, homicide, grand larceny, theft of public funds, assault under color of authority, any offense declared by law to be a "hate crime," embezzlement, or sexual assault? (TPD Policy 1000.4.4(c))
 Yes No
- * 8. Do you have an outstanding warrant issued for your arrest? (TPD Policy 1000.4.6)
 Yes No
- * 9. Have you been dishonorably discharged from the Armed Forces of the United States? (TPD Policy 1000.4.8)
 Yes No
- * 10. (Males only) Have you failed to register for the Selective Service? (TPD Policy 1000.4.8)
 Yes
 No
 Female
- * 11. Have you used any illegal drugs within the past year? (TPD Policy 1000.5)
 Yes No

- * 12. Have you illegally possessed, as an adult any illegal drugs except for one ounce or less of Marijuana in the last three years? (TPD Policy 1000.5.1)
 Yes No

- * 13. Have you used any illegal drug classified as a hallucinogen or any illegal drug by means of injection within the past seven years? (TPD Policy 1000.5.1)
 Yes No

- * 14. Have you made a knowing or deliberate false statement or furnished any altered or fraudulent document in connection with an application of employment? (TPD Policy 1000.6 and 1000.6.1)
 Yes No

- * 15. Are you delinquent or in arrears for any court ordered child support? (TPD Policy 1000.6.4)
 Yes No

- * Required Question