



POLICE OFFICER / POLICE OFFICER RECRUIT POLICE DEPARTMENT

Apply immediately, applications are accepted on an ongoing basis

Submit Cover Letter, Resume and Police Department Employment Application:

By mail or in person to King City Police Department, 415 Bassett Street, King City, CA 93930

Or by e-mail to rmasterson@kingcity.com

Application can be picked up at Police Department, or downloaded from King City website at www.kingcity.com

Applications without the required documents **will not** be considered

JOB DESCRIPTION

Job Title:	Police Officer (Academy Graduate & Lateral) OR, Police Officer Recruit (Sponsorship to enter Academy/Current Academy student)
Department:	Police Department
Reports To:	Chief of Police
Employee Type:	Full Time
FLSA Status:	Non-Exempt
Salary:	Police Officer \$60,449 - \$75,152 DOQ Police Officer Recruit \$51,381. All costs directly related to the Academy will be paid by the City for applicants selected for sponsorship

DEFINITION

Under general supervision, performs tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws as a patrol officer; acts as lead investigator; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

The **Police Officer** is the working level class responsible for performing the full scope of assigned law enforcement duties and responsibilities under general supervision. This classification is distinguished from the next higher position of Police Corporal in that the latter is responsible for performance of the more complex and difficult tasks, as well as the supervision of assigned law enforcement activities and serving as lead investigator.

The **Police Officer Recruit** is a recruiting and training-level class used for candidates qualified to learn the duties of a Police Officer in the King City Police Department. Incumbents in this class participate as a student in a law enforcement training academy approved by P.O.S.T; and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

The **Police Officer** receives general supervision from a Police Corporal, or higher-ranking position depending upon assignment. May provide technical supervision for assigned special programs, or as assigned officer in charge.



The **Police Officer Recruit** receives general supervision from a Police Corporal, or higher-ranking position designated by the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Patrols assigned area by car, bicycle or on foot; perform crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.
- Enforces traffic laws; controls and directs traffic when necessary; performs crowd control, operates hand held and stationary radar devices; assists in crime prevention activities and the control of juvenile delinquency; serves search warrants and subpoenas; administer CPR and first aid in cases of emergency; issues citations and makes arrests; transports, books and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer, officer in charge or in a variety of special program areas.
- Assists with the acquisition and maintenance of equipment, supplies and facilities, including patrol vehicles and office equipment; schedules patrol vehicle maintenance and updates service records.
- May be assigned special duties such as D.A.R.E. Officer, School Resource Officer, or Range Master.
- Coordinates and conducts complete and detailed investigation of crimes against persons and property; collects, preserves, maintains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies in court in connection with prosecution of offenders; contacts and cooperates with other law enforcement agencies as warranted.
- Conducts property and building checks for burglary and other criminal activity; responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE, SKILLS AND ABILITIES

The following are a representative sample of the knowledge, skills and abilities necessary to perform essential duties of the position.

Knowledge

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; technical aspects of law enforcement activities, including juvenile programs, record keeping, automated records systems, search and seizure, code violations, care and custody of persons and property; care, maintenance and operation of a variety of law enforcement equipment;



applicable federal, state and local laws, office procedures, practices and equipment; basic principles of law enforcement information systems, including computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; and occupational hazards and standard safety practices.

Skills

Safely and effectively operate a wide variety of law enforcement equipment, firearms and a police vehicle in emergency situations; and operate an office computer and a variety of word processing and software applications.

Abilities

Gather, analyze and evaluate facts and evidence to be able to reach sound conclusions; act quickly and calmly in emergency situations; function with a significant degree of independence; meet standards for physical endurance, agility, health and vision; interpret, explain and apply applicable laws, codes and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires both near and far vision and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to blood borne pathogens in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

Must be willing to work overtime and on-call, and work rotating shifts which involve relief shifts, days, nights, weekends and holidays.

Some of these requirements may be accommodated for otherwise qualified individuals requesting such accommodations.

QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification:

Education and/or Experience

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Police Officer or Police Officer Recruit**. Possess a high school diploma or GED certificate. Prior experience in law enforcement and an Associate's Degree are desirable. The ability to speak fluent Spanish is highly desirable.

Certificate/ License

At time of application, possess a certificate of completion of Basic Police Academy issued by P.O.S.T. approved police academy; be currently enrolled in a P.O.S.T. approved academy; or possess a P.O.S.T. Recertification Certificate (These qualifications are not required for those applying for sponsorship to enter an Academy). And CPR/First Aid Certificate. Specialized assignments may require additional P.O.S.T.



certifications. Additionally, possession of, or ability to obtain a valid Class C California Driver License, and a good standing driving record.

EXCELLENT BENEFITS

The City offers the following comprehensive benefits:

Health Insurance

Under the City’s Health Insurance, the employee is eligible for medical, vision and dental insurance coverage. The health insurance cost is \$100 for Employee-Only and \$137.50 for Employee+Dependents. This is pay through payroll deductions, towards the premiums charged to the City.

Retirement System

The City contributes 100% of the employer’s contribution at the rate established by PERS. The employee shall pay the employee’s share of the retirement plan to PERS which is 9% for Classic or 11.50% for PEPR, of the employee’s actual earnings after the Social Security formula adjustment. The CalPERS Retirement Plan for Safety employees is 2% at 50 for Classic, and 2.7% at 57 for PEPR.

Life Insurance

The City provides Life Insurance, Accidental Death and Dismemberment Insurance, and Long-Term Disability Insurance at no cost to the employee.

Vacation Leave

Vacation Leave is accrued at a rate of 3.0769 hours per pay period, for a total of 80 hours per year for the first 5 years. After that the following accrual rates apply:

Years	Accrual Rate per Pay Period	Hours per Year
0 - 5	3.0769	80
5 – 10	4.6153	120
10 – 15	5.5384	144
15 – 25	6.4615	168
25 +	7.6923	200

Sick Leave

Paid Sick Leave is accrued at a rate of 3.69 hours per pay period, for a total of 96 hours per year.

Holidays and Floating Holidays

The employee receives 12 paid holidays and 24 hours of floating holidays per year.

Other Benefits

The City and the employee contribute accordingly towards Short Term Disability, Social Security and Medicare benefits.

The City provides Employee Assistant Program at no cost to the employee.

The City of King is an Equal Employment Opportunity Employer