



City of Desert Hot Springs

Invites Applications for the Position of

Police Officer

SALARY: \$47,412 - \$60,060

+ up to 5% Incentive Pay (Range 47)

Continuous Recruitment

Human Resources Department., 65-950 Pierson Blvd., Building A, Desert Hot Springs, CA 92240
▪ Telephone: (760) 329-6411, ext 401 ▪ Fax: (760) 288-0624 ▪ email pmeuse@cityofdhs.org

JOB SUMMARY:

Performs a variety of duties in the enforcement of laws, the protection of persons and property, and the prevention of crimes; to control traffic flow and enforce State and local traffic regulations; and to perform a variety of technical and administrative tasks in support of the Police Department.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

ESSENTIAL DUTIES:

- Operates motorized equipment in patrolling or walks an assigned area for the prevention of crime and the enforcement of laws and regulations.
- Responds to radio messages or telephone instructions and appears at scenes of crime or disorder.
- Investigates and prepares reports on accidents, offenses and damage to property.
- Receives and gives direction and information.
- Makes arrest.
- Issues citations.
- Gives verbal warnings.
- Prepares reports on arrests and property impounded.
- Directs traffic.
- Inspects establishments providing alcoholic beverages and entertainment.
- Intervenes in private or public disputes to protect the public and maintain order.
- Appears in court to give testimony as the arresting officer, transports prisoners.
- Serves subpoenas and warrants; participates in police training conferences and programs.
- Observes and reports conditions conducive to crime or which might endanger public safety.
- Writes case reports and a log of activities.
- When assigned, obtains and preserves physical evidence at crime scenes, takes crime scene photographs.
- Searches for, dusts and lifts latent fingerprints.
- Prepares physical evidence for court.
- When assigned, under close supervision, performs duties including assisting in investigations of violations of laws, the collection and preservation of evidence, the apprehension and arrest of law violators, use of criminal records, making reports of cases handled and action taken.
- Interrogates victims, witnesses and suspects.
- Appears in court to present evidence, and otherwise assists in criminal investigations.
- Performs other duties as assigned

Knowledge of:

- Police methods and procedures including patrol, crime prevention, traffic control and investigation;
- Rules of evidence pertaining to search and seizure, and preservation;
- Laws governing the apprehension, arrest and custody of persons accused of felonies and misdemeanors;
- Use of firearms and other modern police equipment;
- Operational characteristics of police equipment and tools; and
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Understand and apply departmental policies, rules and instruction; laws, regulation and police literature;
- Analyze situations and adopt a quick , effective and reasonable course of action
- Write clear and accurate reports
- Understand and follow written and verbal directions
- Learn the use and care of automobiles, equipment and firearms
- Observe and remember places, names, faces and details of incidents
- Communicate effectively with people from a variety of socio economic backgrounds
- Establish and maintain effective working relationships and to demonstrate aptitude for law enforcement work
- Learn, interpret and enforce City and State laws, codes and ordinances;
- Work independently in the absence of supervision;
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities; and
- Successfully pass a thorough background investigation and physical including drug test

EXPERIENCE, EDUCATION AND REQUIRMENTS:

Any combination of education and /or experience that would likely provide the required knowledge and skills necessary to satisfactory perform the job would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Must be 21 years old at time of appointment
- Must possess a high school diploma, GED or CHSPE equivalent (average score of 45 with no score below 35)
- College level coursework such as an associates or bachelor's degree (Highly Desirable)
- Graduation from an accredited California Law Enforcement Academy
- Ability to obtain basic POST certificate
- Record must be free of any felony convictions and be free from any misdemeanor conviction involving moral turpitude
- Valid California driver's license with a good driving record at time of appointment; and
- Must meet P.O.S.T citizenship requirements

LATERAL REQUIREMENTS

- Possession of a P.O.S.T. Basic certificate
- Successful completion of a P.O.S.T. approved Field Training Program
- Currently employed as a full-time, non-probationary Police Officer in good standing with a California Law Enforcement Agency
- College level coursework such as an associates or bachelor's degree

WORKING CONDITIONS

Environmental Conditions:

Exposure to potentially hostile environments. May be exposed to dust, noise, machinery, moving objects and other vehicles while in the field; may work unusual and prolonged work schedule during emergencies, seasonally-caused circumstances, special assignments may require work in varying climate and temperature conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, kneeling, crawling, running, standing, sitting or walking for prolonged periods of time; the ability to discharge a firearm.

Non-Exempt

INFORMATION AND BENEFITS

APPLICATIONS: Applications must be thoroughly completed. All information on the application is subject to investigation and verification. Resumes may be attached but will not be accepted in lieu of a city application form.

MEDICAL REQUIREMENTS: Selected candidates must pass a pre-employment physical exam, psychological evaluation, a drug screen, and an extensive background investigation if applicable.

PROBATIONARY PERIOD: Employees serve a probationary period ranging from one (1) year for lateral safety employees and eighteen months (18) for non lateral employees.

ADDITIONAL COMPENSATION: 5% Bilingual Pay, 5% Special Assignment Pay, \$100 per month Residency pay for full-time residents within the City, Court Appearance Time, Sick leave accrual at 80 hours per year, and Vacation leave accrual at 80 hours per year for 1-5 years or 120 hours per year for 5+ years.

RETIREMENT: The City participates in Social Security system and all Employees are covered by the Public Employees Retirement System (PERS) at either 3% @ 55, or 2% @ 57, depending upon prior PERS employment. Membership is mandatory.

INSURANCE: The City provides a maximum of \$1,315.56 per month towards the cost of medical, dental and vision coverage available to employees and dependents, life insurance is paid by the City.

DEFERRED COMPENSATION PLAN: Available for interested employees, offered through ICMA.

DRUG FREE WORKPLACE: In compliance with the DRUG FREE WORKPLACE ACT OF 1988 it is City policy to maintain a drug free workplace.

APPLICATION AND SELECTION PROCEDURE: A completed City application must be on file in the Human Resources Department to be considered for positions within this classification. The job announcement shall not be interpreted as all inclusive. Completed City applications received by the final filing date will be reviewed and those candidates most qualified will be invited to participate in the selection process which will consist of, but not limited to, application screening in relation to position criteria, written examination, oral board interviews, and finalist interviews. Applications must be thoroughly completed. All information on the application is subject to investigation and verification. Resumes may be attached but will not be accepted in lieu of a city application form. Applications and additional information can be obtained by visiting our website at www.cityofdhs.org, by calling the Human Resources Department, or at Desert Hot Springs City Hall, 65-950 Pierson Blvd., Monday – Thursday 7am – 6pm.

BULLETIN PROVISIONS: The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

The City of Desert Hot Springs is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Desert Hot Springs will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

POSTED: January 2, 2014