



CITY OF AZUSA

Human Resources Department, 213 E. Foothill Boulevard, Post Office Box 1395

Azusa, California 91702-1395 * (626) 812-5241

Visit our website(s) at <http://www.ci.azusa.ca.us> and <https://azusapd.org/>



INVITES APPLICATIONS FOR POLICE OFFICER (LATERAL)

FILING DEADLINE: Thursday, February 20, 2014 at 5:30 PM.

SALARY RANGE: \$5,632 – 7,202/Month

THE POSITION:

Under general supervision, a Police Officer patrols an assigned area in the prevention of crime and the enforcement of law and order; carries out special assignments in the protection of life and property investigative work; performs related duties as required.

ESSENTIAL FUNCTIONS:

Patrol and Traffic Safety: Patrols, either in a vehicle or on foot, an assigned area and looks for indicators of possible criminal activity or threats to life and property; answers calls for police services; enforces City, county, and state laws; makes field contacts and completes forms; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, suspected homicides, and other criminal incidents; as a Motor Officer, patrols the City on a motorcycle or in a radar-equipped patrol unit; responds to calls related to traffic incidents and any other emergencies; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorists and enforces traffic safety laws; makes arrests as necessary; serves warrants and subpoenas; 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 equip.; makes traffic stops and issues warnings, citations, or makes arrests as necessary; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents, provides emergency medical care as necessary, directs traffic and arranges for clearing of roadway, interviews drivers and witnesses and prepares reports; directs traffic at fire, special events, and other emergency or congested situations; 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. **Investigations:** Coordinates and conducts complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming and narcotics violations; participates in all normal enforcement activities including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners; performs undercover and surveillance activities; interviews victims, complainants, witnesses and suspects; collects, preserves, and maintains evidence and property related to suspected crimes; serves warrants and subpoenas; prepares investigative reports and case information; provides testimony and evidence in court; answers questions from the public concerning local and state laws, procedures, and activities of the Department; develops and maintains good relationships with the public, including informants and contacts which may be helpful in criminal investigations. **Other Functions:** As assigned, acts as training officer for new Police Officers; serves as field supervisor on individual calls requiring special attention; or conducts background investigations; as assigned, makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serves as liaison to neighborhood watch groups and schools.

QUALIFICATION GUIDELINES:

Education/Experience: 15 semester units of college-level course work. Completion of California P.O.S.T. approved law enforcement academy. Must be currently employed full-time as a law enforcement officer with a California P.O.S.T. approved agency and so employed for at least one (1) year. Possession of a P.O.S.T. Basic Certificate or validate that all of the P.O.S.T. Certificate requirements have been met, that your employing agency has applied for said certificate on your behalf, and that you are awaiting issuance of the certificate.

Knowledge, Skills & Abilities: Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; Vehicle and Penal Codes; laws of arrest; rules of evidence; legal rights of citizens; court procedures.

Age:	Minimum of 21 years of age at time of employment.
Height/Weight:	Height and weight proportionate.
Vision:	Correctable to 20/20, normal color vision.
Hearing:	Normal hearing, no defects.
License:	Valid California Class "C" driver's license and satisfactory driving record.
Citizenship:	Must fulfill the United States citizen requirement

SELECTION PROCESS: Applicants must submit a completed City of Azusa Employment Application form. Applications will be screened for qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score (70%) on each of the testing components to proceed to next phase. Applicants will be notified by mail as to the test date, time, and location.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Application: Applicants must submit a completed City of Azusa Employment Application form by the final filing date. If applying for other recruitments please submit additional applications for each. Resumes will not be accepted in lieu. No facsimiles or postmarks accepted.

Examination: Applicants will be screened for qualifications and appropriate background. Only the most qualified applicants will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. Applicants will be notified by mail as to the test date, time and locations. The process may include application review, written, oral or physical agility or any combination thereof.

Exam Accommodation: Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) working days prior to the examination date.

Oral Board: The oral board interview is a weighted examination. Admission to the oral interview may be limited to a restricted number of candidates based on written and/or performance.

A **fingerprint, psychological and background investigation** will be required, in which a **polygraph examination** will be given. Failure to pass shall result in removal from the eligibility list.

Chief's (Departmental) Interview: takes place after certification of the eligibility list, and is conducted by the Chief of Police or a duly appointed representative. Failure to pass shall result in removal from the eligibility list.

Eligibility List: The names of those persons who successfully complete the examination process are entered on an eligibility list. Eligibility lists remain in effect one year, unless exhausted or canceled, and may be extended an additional six months. Rank order may change in continuous recruitment

Appointment: Appointments to all classified positions are subject to approval by the City Council.

Probationary Period: A minimum six-month probationary period shall be required for all appointments in the Civil Service System (except for Police Department positions – the probationary period of which shall be one year). The probationary period shall be regarded as part of the examination process to further test an individual's ability to perform the assigned job duties. During the probationary period, an individual may be terminated from employment at any time without right of appeal. (Elective officers, appointed board members, city administrator, city attorney, contract employees, part-time and temporary employees, volunteers, and employees of the Redevelopment Agency are exempt from the Civil Service System and serve at will.)

Employment Standards: Employment with the City of Azusa is contingent on meeting the medical standards of the position. A candidate must pass a pre-employment physical examination, including a drug/alcohol screening.

Loyalty Oath: Persons selected for City employment must take a loyalty oath as prescribed by Article 20, Section 3, of the California Constitution.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview will be required to provide a DMV report and meet the City's driving standards.

Immigration Law: In compliance with the Immigration and Reform and Contract Act of 1986 new employees will be required to provide proof of identity and authorization to work in the United States.

Drug Free Workplace: The City is a drug-free workplace and has a comprehensive drug abuse policy.

Compensation: Salary ranges have approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after a six months of satisfactory service.

Employee Benefits: This information is a general summary of benefits. The City of Azusa has a variety of benefit options available which may differ between bargaining units. The City participates in the California Public Employee Retirement System (PERS). Effective 1/1/2013, new members to PERS or an agency with reciprocity or who have more than a six month break in service between employment in a PERS' (or reciprocal) agency will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive the 2.7% @ 57 benefit formula. Employees who are members of PERS or an agency with PERS' reciprocity, or who have less than a six month break in service between employment in a PERS (or reciprocal) agency and employment with the City will be enrolled in the 3% @ 55 benefit formula. New employees contribute 3% towards the cost of PERS, this contribution may be subject to change upon amendment, extension, renewal, or expiration of the current APOA MOU. The City offers \$1,537/month for its "Flexible Benefit Plan (FBP)" including health, dental, supplemental and life insurance. Unused FBP funds may be taken as deferred compensation or taxable wages. Azusa also offers bilingual pay, and shift differential.

Equal Opportunity Employer: The City of Azusa, in compliance with all applicable federal and state laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, gender, military and veteran status or sexual orientation. The provisions of this bulletin do not constitute an expressed or implied contract and any provision contained in this bulletin may be modified or revoked without notice.

Applications may be obtained at the following locations:

***Human Resources Department** Monday – Thursday:
7:00 a.m. – 5:30 p.m. (Closed on Friday), located
at 213 E. Foothill Blvd., Azusa, CA 91702.

***Azusa Police Department** Monday – Thursday:
7:00 a.m. – 10:00 p.m. Friday – Sunday: 7:00 a.m.
– 5:00 p.m., located at 725 N. Alameda, Azusa, CA
91702.

***City Library** Monday – Wednesday: 10:00 a.m. –
9:00 p.m. Thursday: 10:00 a.m. – 6:00 p.m., Friday
and Saturday: 10:00 a.m. – 5:00 p.m. (Closed on
Sunday), located at 729 N. Dalton, Azusa, CA
91702.