

CITY OF AZUSA



Human Resources Department
213 E. Foothill Boulevard, Post Office Box 1395
Azusa, California 91702-1395 * (626) 812-5241
For information on the City of Azusa, visit our website at
<http://www.ci.azusa.ca.us>



INVITES APPLICATIONS FOR
POLICE OFFICER TRAINEE
(Open-Competitive)

FILING DEADLINE: Thursday August 11, 2011 at 5:30 PM.

SALARY RANGE: \$4,377 – \$5,275/mo

THE POSITION:

Under general supervision, the Police Officer Trainee attends a prescribed law enforcement academy training program; performs related duties as required. Upon successful completion of the required training, employees may be promoted to Police Officer on a probationary period. A Police Officer Trainee who fails to successfully complete the academy in which he/she was enrolled will be terminated. The successful candidate will be required to enter into a 2-year employment contract. The candidate will be required to remain in the employment of the City of Azusa's Police Department for a minimum of 2 years from the date they complete the Field Training Officer Program following successful completion of the Basic Police Academy Course. The candidate will recognize that the badge of office is a symbol of public faith and will accept it as a public trust as mandated in the Law Enforcement Code of Ethics.

ESSENTIAL FUNCTIONS:

Participates in and completes a prescribed law enforcement officer training program for entry-level officers.

QUALIFICATION GUIDELINES:

Education/Experience: Be a high school graduate, or pass the General Education Development Test indicating high school graduation level, or pass the California High School Proficiency Examination, **supplemented by 15 semester units of college level course work**, or have attained a two-year or four-year degree from an accredited college or university.

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. Communicate clearly and concisely, both orally and in writing; observes accurately and remembers faces, numbers, incidents and places; successfully completes a P.O.S.T. certified basic academy; use and care of firearms and small equipment; thinks and acts quickly in emergencies, and judges situations and people accurately; represents the City in a variety of meetings; learns, understands and interprets laws and regulations; prepares accurate and grammatically correct written reports; responds to emergency and problem situations in an effective manner; understands, explains and applies policies and procedures; makes clear and concise radio transmissions; understands and follows verbal and written directions; deals constructively with conflict and develops effective resolutions; establishes and maintains cooperative work relationships; meets the established physical requirements; meets Police officer requirements contained in the California State Government Code. Basic computer skills are desirable.

Special Requirements: Possession of Class C California driver's license and a satisfactory driving record; candidates must meet standards of physical stature, endurance, and agility established by the City; candidates must have applied for U.S. Citizenship at least one year prior to application for employment; no felony convictions; minimum age: 20 ½ at time of application; vision standard: correctable to 20/20, normal color vision; hearing standard: normal hearing.

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 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.

The examination process will consist of the following:

- a. **Application/Resume Appraisal** (qualifying)
- b. **Written Examination** (qualifying)
- c. **Physical Agility Examination** (pass/fail)
- d. **Oral Board Interview Examination** (weighted 100%)
- e. **Background Investigation** (pass/fail)
- f. **Psychological & Polygraph Examination** (pass/fail)
- g. **Medical Examination which will include a drug/alcohol screen** (pass/fail)
- h. **Chief of Police (or designee) interview**

Failure to complete or pass any phase of the selection process will be sufficient for disqualification as a Candidate. All candidates will be notified in writing by the Human Resources Office of their status during the selection process.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Application: Applicants must submit a completed City of Azusa Employment Application form by the final filing date. A separate application must be submitted for each recruitment. 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 screen and fingerprint check.

Non-Represented with Azusa Police Officers Association (APOA) Benefits

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, candidate's 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 6 months 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 pays 6% of the employee's Retirement System (PERS). The City offers \$1,346/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, shift differential, and City-paid deferred compensation.

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 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.

**ALL APPLICATIONS MUST BE TURNED IN DIRECTLY TO THE
HUMAN RESOURCES DEPARTMENT BY MAIL OR IN PERSON.**

*The City of Azusa – Hiring Great
People*

Updated: July 2011