City of Alhambra
Employment Opportunities

POLICE OFFICER
PRE-SERVICE

- OPEN -

APPLICATION FILING PERIOD

OPEN UNTIL FILLED.

Applicants must submit a completed original City of Alhambra Employment Application. No facsimiles or postmarks accepted. Applications are available at Alhambra City Hall - Personnel Department - 111 S. First Street - Alhambra, CA. - 91801, or by calling the 24 HOUR JOB LINE at (626) 570-3295.

SALARY RANGE/BENEFITS

$4,572 - $5,558 PER MONTH

In addition, the City pays 3% at 50 for retirement and 9% of the employee's contribution to the Public Employees Retirement System (PERS). The City does not participate in the Social Security System. City paid leave time (sick, vacation, and holiday) available in accordance with City policies.

POSITION

Under general supervision, performs law enforcement and crime prevention work; upholds and enforces municipal and penal codes, state and local ordinances; maintains order; protects life and property; apprehends and arrests criminals; issues traffic and other citations; recognizes, assesses and handles emergencies; inspects premises; investigates and interviews victims, suspects, witnesses and other individuals; collects, preserves, packages and labels evidence at a crime scene; patrols an assigned beat; conducts crowd and traffic control; assists outside agencies; writes reports; testifies in court; renders first aid; meets with and provides information to the community; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

A Police Sergeant or designee provides general supervision. Technical or functional supervision may be provided by higher-level police personnel. Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

DUTIES

Upholds and enforces the law to include: municipal and penal codes, state and local ordinances without malice or prejudice; patrols City in radio-equipped car or on foot; patrols an assigned beat; answers calls for the protection of life and property; and follows the policies and procedures of the Alhambra Police Department and the City of Alhambra. Receives, recalls, and carries out orders from supervising officers; apprehends and arrests law violators using verbal commands, physical strength and deadly force; issues traffic and other citations; recognizes, assesses and handles emergency situations; inspects premises; investigates crimes and interviews people; and communicates with people of diverse backgrounds. Collects, preserves, packages and labels evidence at crime scenes; operates a motor vehicle and/or works outside under a variety of weather conditions; identifies illegal substances and recognizes the symptomology of substances such as drugs and intoxicants; and determines whether a crime is being committed. Checks buildings for physical security; searches, fingerprints, transports and maintains physical care and/or control over individuals in custody. Handles traffic and/or crowd control; assists outside agencies such as the fire department and other federal, state, and local agencies; writes reports, citations and warnings; testifies in court; tenders first aid; attends briefings; recalls and interprets directions. Be familiar and proficient with the use of firearms, police weaponry and protective equipment; controls stressful and emotional situations through verbal commands and/or physical force; and provides information to the public regarding methods to protect themselves during emergency situations and disaster; and may go without sleep for extended periods of time during emergencies. Performs a multitude of activities at one time; be punctual; performs extensive research and background investigations utilizing a variety of resources to include the computer systems of the city, county, state, federal government; communicates and receives information via police radio; communicates with and relays orders to other officers; must attend 24 hours of advanced officer training course work every two (2) years; performs related duties as assigned.

QUALIFICATION GUIDELINES

EXPERIENCE/EDUCATION: A high school graduate or G.E.D. equivalent. College level course work in police science or related field is desirable. U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Be at least 21 years of age. Successful completion of a POST certified Basic police academy. Must have no felony convictions and/or convictions which would restrict one from possessing a firearm.

KNOWLEDGE AND ABILITIES:

Knowledge of: Observe accurately and remember faces, numbers, incidents, and places. Use and care of firearms. Think and act quickly in emergencies, and judge situations and people accurately. Learn, understand, and interpret laws and regulations. Prepare accurate and grammatically correct written reports. Learn standard broadcasting procedures of a police radio system. Establish and maintain a cooperative working relationship with those contacted in the course of

work. Understand and carry out oral and written instructions.

Ability to: Work under time deadlines, work in physically confrontational situations and respond to emergencies. Articulate ideas, memorize, troubleshoot, work in emotionally charged situations, resolve conflicts and work alone. Analyze, make decisions and interact with the public and co-workers. Add, subtract, multiply, and divide. Look up words in dictionary, read maps and legal documents. Interpret abstract and concrete variables, write sentences and reports in proper order and tense using rules of grammar, and communicate before groups with poise and voice control. Apply logic/data to define problems and draw conclusions. Follow one or two step instructions, apply common sense to simple instructions, apply own rationale to solve problems, work within set standards, and communicate clearly using simple and compound sentences in proper word order/tense.

LICENSE REQUIRED: Possession of a valid California class "C" driver's license at time of application and maintained throughout employment

SELECTION PROCESS

Applicants must submit a completed original City of Alhambra Employment Application form and a copy of their P.O.S.T. Certified Basic police academy certificate prior to the final filing date. Intermediate or Advance P.O.S.T. Certificates will not be accepted in lieu of a Basic P.O.S.T. Applications will be screened for qualifications and appropriate background and only the most qualified 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 location. The examination process may include the following:

Department Oral	100%	Psychological	Qualifying (Pass/Fail)
Background	Qualifying (Pass/Fail)	Medical (Includes Polygraph)	Qualifying (Pass/Fail)

ACCOMMODATION

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

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(Posted 1/16/07) 06/07-7