

**READY FOR THE CHALLENGE?**

**POLICE OFFICER**

**ENTRY LEVEL**

***CONTINUOUS TESTING***



**Personnel Department  
1 Civic Center Drive  
Scotts Valley, CA 95066**

*The City Of Scotts Valley is an Affirmative Action/Equal Opportunity Employer.  
Women, minorities and persons with disabilities are encouraged to apply.*

**ENTRY LEVEL:** \$5,462 per month (*\*includes an automatic 9.5 hrs straight time each month due to 3/12 shift and monthly holiday pay*). This is a non-sworn training level classification requiring no prior law enforcement experience. Trainees will be sent to a basic police academy and upon successful completion of the academy, will be promoted to the sworn police officer classification. (Salary Range: \$5,462 - \$6,641)

## **EMPLOYEE BENEFITS:**

**RETIREMENT:** CHP Retirement System (3% at 50) paid by the City of Scotts Valley.

**HEALTH INSURANCE:** Medical / prescription; premiums paid by the City up to PERS Choice premium amount. Dental / vision premiums paid by the City of Scotts Valley.

**LIFE INSURANCE:** \$50,000 / \$100,000; paid by the City of Scotts Valley.

**UNIFORM ALLOWANCE:** Fully provided by the City of Scotts Valley, including cleaning.

**VACATION:** Full-time employees are eligible for 80 hours of vacation per year up to 5 years of service; 120 hours from 5 to 10 years of service; and 160 hours for 10 or more years of service.

**HOLIDAYS:** Full-time employees are required to work holidays; however, are compensated at a rate of 4 additional straight time hours when a holiday falls on their 12 hour working shift.

**SICK LEAVE:** Unlimited sick leave accumulation at ninety-six hours per year. The City has a sick leave buy-back incentive program.

**PRE-TAX DEDUCTIONS:** The Medical Reimbursement Account allows employees to make pre-tax deductions for allowable medical expenses not covered by the medical plan. The Dependent Care Assistance Program allows employees to make pre-tax deductions for child care.

**BILINGUAL PAY:** The City shall provide a monthly allowance of \$150 for bilingual speaking skills, upon the recommendation of the Chief of Police.

**EDUCATION INCENTIVE:** Sworn personnel are eligible for the following monthly education incentive compensation: AA/AS: \$150; BA/BS: \$250; MA: \$300.

**OTHER BENEFITS INCLUDE:** Access to credit union, tuition reimbursement for job-related courses approved by the Chief of Police, employee membership in Operating Engineers' Local Union No. 3, PERS home loan program, direct payroll deposit, and deferred compensation plan.

**SCHEDULE:** All police patrol personnel currently work a 12 hour / 3-4 day work schedule.

**APPOINTMENT:** Any candidate selected by the appointing department must pass a pre-employment medical, psychological, and polygraph exam administered by City-selected personnel before hire. Candidates must be fingerprinted and take a loyalty oath as required by the State of California at the time of hire. Appointments to regular positions are subject to an 18 month probationary period which is considered a part of the selection process. Probationary employees may be terminated without recourse during this period.

## **MINIMUM QUALIFICATIONS:**

- High school graduation or G.E.D. certificate/equivalent.
- Proof at time of application that candidate will be 21 years old by date of hire.
- Must be U.S. citizen or must have applied for citizenship and will obtain citizenship within 3 years.
- Record free of any felony convictions.
- Must reside or be willing to relocate within a 60 minute drive to the police department.

## **Physical Condition:**

- Physical health, strength, and agility necessary to meet the physical demands of police work, as determined by a physical agility test and a medical exam based on current California's Commission on Peace Officers Standards and Training (POST) guidelines.
- Applicants that have not had corrective surgery, and do not wear contact lenses or glasses must have 20/40 or better vision. Applicants wearing glasses must have 20/20 vision in each eye and 20/40 or better in worst eye without glasses. Applicants wearing hard contact lenses are not allowed unless vision is 20/40 or better in worst eye. Applicants wearing soft contact lenses must be 20/20 in each eye, 20/200 or better in each eye without lenses, and applicant must have successfully worn soft lenses for one year. Applicants that have had corrective surgery must have 20/40 vision or better without contact lenses and surgery must have been performed at least one-year prior to date of application. Depth perception, peripheral vision and color discrimination must be free of significant deficiencies and within guidelines established by POST (refer to vision standards sheet for details).

## **License / Certificate:**

- Valid California Motor Vehicle Operator's License (Class C /Class 3).

## **THE POSITION:**

Police officers perform any combination of the following duties, depending on specific assignment; patrol the city in radio dispatched vehicles and on foot; answer calls for protection of life and property; enforcement of City, State and Federal laws; traffic law enforcement; operate radar equipment; suppress crime by interrogation of suspicious persons, observe unusual situations on patrol beat, and settle disputes and arguments. Perform traffic control, accident investigation, render emergency assistance to citizens in need of immediate help; transport prisoners; serve warrants, participate in investigations of felonies and misdemeanors; interview persons involved in crimes and accidents; document incidents utilizing computers; perform security checks of public, commercial and residential buildings; observe assigned area for suspicious activities and unsafe conditions; provide assistance to other officers and law enforcement agencies.

## **THE DEPARTMENT:**

The Scotts Valley Police Department serves a community of over 11,000 citizens. During work hours, the population may swell to over 30,000. There are 22 sworn police officers assigned to such areas as patrol, traffic enforcement, investigations, juvenile, training, and Special Response Team (SRT). The Police Department is a service oriented agency.

## **APPLICATION AND TESTING PROCESS:**

***Applicants are required to fill out and complete a City application form.*** To obtain the required City application, call or write the City of Scotts Valley City Clerk at 1 Civic Center Drive, Scotts Valley, CA 95066, (831) 440-5602 or one may be obtained from the city's website at [www.scottsvalley.org](http://www.scottsvalley.org).

***Applicants must pass the POST Entrance Assessment Process.*** The City of Scotts Valley accepts written and physical agility test results from the POST Entrance Assessment Process available at any accredited criminal justice training facility as long as the exams were taken within 6 months of the date of application.

***\*\* POST Test Results Must Be Turned In Along With The City Application \*\****

Local training centers where testing is available:

- |   |  |  |
|---|--|--|
| – | Evergreen Valley College<br>3095 Yerba Buena Rd.<br>San Jose, CA 95135     | College of San Mateo<br>1700 W. Hillsdale Blvd.<br>San Mateo, CA 94402 |
| – | Monterey Peninsula College<br>2600 Colonel Durham St.<br>Seaside, CA 93955 |  |

**\*\*\*For test information, fees, calendar of test dates and locations, or to make reservations for testing online, please go to [www.theacademy.ca.gov](http://www.theacademy.ca.gov) and look under 'Announcements' on the right hand side of the homepage.**

Hearing-impaired individuals can access the Department's TDD machine by calling (831) 440-5670. Applicants needing special accommodations for testing should submit a request to Personnel at the time of application. After reading this announcement, if you have further questions, call (831) 440-5602.

Candidates who successfully pass the POST accredited written and physical agility exams will be invited to take part in a pre-screening interview. This interview will be held at the City of Scotts Valley Police Department, 1 Civic Center Drive, Scotts Valley (see map inside this announcement).

Those who pass the pre-screening interview will be placed on an eligibility list until such time as a position is available. Upon availability, eligibility list candidates will be invited to a selection interview to assess an applicant's experience, education, judgment, oral communication skills and interpersonal skills.

All candidates who receive a score of 80% or more on the selection interview will be placed on a hiring list. As openings occur, top candidates will be selected for a background investigation in accordance with the POST Commission and Peace Officer Background Investigations Guidelines.

Candidates will also be required to successfully complete, to the satisfaction of this department, a polygraph test administered by a licensed polygrapher, a psychological exam given by a City selected psychologist and a medical exam by a City selected physician (to include a back X-ray and general physical examination). In addition to the qualifications noted above, suitability for employment will also be based on the following POST job dimensions: moral character, handling stress and adversity, work habits, interactions with others and intellectually based abilities.

## **PRE-EMPLOYMENT POLICY REGARDING ILLEGAL USE OR POSSESSION OF DRUGS**

*Note: For the purposes of this policy, an adult is defined as someone 18 years of age or older.*

- A. The following types of illegal drug use or possession will be considered **automatic disqualifiers** in the pre-employment selection process for sworn police personnel, with no exceptions.
1. Any adult use or possession of a drug classified as a hallucinogenic within seven (7) years prior to application for employment.
  2. Any adult use or possession of marijuana within two (2) years prior to application for employment.
  3. Any other illegal adult use or possession of a drug not mentioned above, (including cocaine) within three (3) years prior to application for employment.
  4. Any illegal adult use or possession of a drug while employed in the capacity of a police officer, licensed security officer, military police, or as a student enrolled in college accredited courses of/or related to the criminal justice field.
  5. Any adult manufacture or cultivation of a drug.

6. **Failure to divulge to the Police Department during the background investigation any information about personal illegal use or possession of drugs.**
- B. The disqualification of a police officer candidate for the following types of illegal drug use or possession will be considered in relationship to the overall background of that individual:
    1. Any illegal juvenile use or possession of a drug.
    2. Any illegal adult use or possession of a drug that does not meet the criteria of the automatic disqualifiers specified above; e.g., marijuana use longer than two (2) years ago or cocaine use longer than three (3) years ago.
  - C. All information obtained during a background investigation is confidential and will not be released to candidates or others.

## MAP FOR ORAL BOARD EXAMINATION

**Hwy 1 North;** Proceed and take the Hwy 17 North exit; proceed approximately five to six miles to the Mt. Hermon Road/Scotts Valley exit. Go over the overpass and proceed on Mt. Hermon Road to the third stop light, Scotts Valley Drive. Turn right on Scotts Valley Drive and proceed to the third stop light, Civic Center Drive. Turn left on Civic Center Drive and follow the signs to the City Hall facility.

**Hwy 17 South;** take the Granite Creek, Scotts Valley exit; proceed to the stop light. Turn left on Scotts Valley Drive. Proceed to the fifth stop light, Civic Center Drive. Turn right on Civic Center Drive and follow the signs to the City Hall facility.

**Hwy 17 North;** proceed to the Mt. Hermon Road/Scotts Valley exit. Go over the overpass and proceed on Mt. Hermon Road to the third stop light, Scotts Valley Drive. Turn right on Scotts Valley Drive and proceed to the third stop light, Civic Center Drive. Turn left on Civic Center Drive and follow the signs to the City Hall facility

