

# POLICE SERGEANT



***CLOSING DATE: OPEN UNTIL FILLED***

**SALARY RANGE:** \*\$8,535 - \$10,895 per month (*\*includes an automatic 8 hrs straight time each month due to 3/12 shift and 9.5 hrs straight time for monthly holiday pay*) or salary step dependent upon experience. Requires being currently employed by a law enforcement agency and possession of a Basic POST Certificate.

**HIRING BONUS:** **\$40,000** (\$4,000 upon hire; \$6,000 upon successful completion of field officer training; \$6,000 upon successful completion of second year of employment; \$8,000 at the completion of third year of employment; \$8,000 at the completion of fourth year of employment; and \$8,000 at the completion of fifth year of employment with the City of Scotts Valley.) This specific portion of the policy is limited to the fiscal year funding availability, as determined by the City Manager.

## **BENEFITS:**

**RETIREMENT:** The City of Scotts Valley participates in the Public Employees' Retirement System (PERS). State laws have established the following retirement requirements: Candidates currently enrolled in the PERS system (Classic): 3.0% @ 50, with a 9% employee contribution and 3-year average; Candidates new to the PERS system, or who have had more than a six-month break from PERS (PEPRA): 2.7% @ 57, with a 13% employee contribution (subject to change in July) and 3-year average.

**HEALTH INSURANCE:** Medical insurance premiums are paid by the City through 2021 for employees who elect coverage in a PERS medical plan with caps to be implemented 01/01/2022.

**DENTAL & VISION:** Premiums paid by the City of Scotts Valley.

**LIFE INSURANCE:** \$50,000 double indemnity policy; paid by the City of Scotts Valley.

**LONG-TERM DISABILITY:** Premiums 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; 160 hours for 10 years of service; and 168 hours for 15 or more years of service.

**HOLIDAYS:** Full-time employees required to work holidays, 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 an incentive Stay Well Plan.

**PRE-TAX DEDUCTIONS:** Flexible Spending Account plans are available for medical and dependent care assistance with pre-tax deductions.

**BILINGUAL PAY:** The City shall provide a monthly allowance of \$200 for bilingual speaking skills, upon the recommendation of the Chief of Police.

**EDUCATION INCENTIVE:** Upon completion of FTO, sworn personnel are eligible for the following monthly education incentive compensation: AA/AS: \$175; 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 PORAC Union Representation, direct payroll deposit, deferred compensation plan, and retiree medical benefit.

**SCHEDULE: Police Sergeants currently work a 12 hour / 3-4 day work schedule.**

***If you are presently a California peace officer, you may be eligible for the following modified benefits:***

**STARTING SALARY:** You would not start at a step lower than your present pay step, except that Top Step is the highest step anyone can attain.

**LATERAL HIRE SICK LEAVE CREDIT:** You may be able to retain any sick leave you have accrued at your present department; however, this may not exceed 300 hours. This will make you eligible to participate in our annual sick leave buy back program where you may 'sell' up to six days of sick leave back to the city the first of every December.

**LATERAL HIRE VACATION CREDIT ADJUSTMENT:** Newly hired police officers generally earn 80 hours of annual vacation each year for the first five years, 120 hours per year for years six through ten, and 160 hours per year for years eleven and above. Lateral hires may be eligible for a vacation credit adjustment that would include the number of years previously employed as a police officer when calculating our vacation accrual formula. For example, an officer with more than five but less than ten years experience as a POST certified employee at the time of hire is eligible to earn 120 hours of annual vacation.

#### **APPOINTMENT:**

Any candidate selected 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 diploma or GED/equivalent; Associate of Arts degree or equivalent preferred.
- Valid California motor vehicle operator's Class C or Class 3 license.
- Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment in accordance with Section 1031.5 of the Government Code.
- A record free of any felony convictions.
- Must reside or be willing to relocate within a 60 minute drive to 1 Civic Center Drive, Scotts Valley within a time limit as set by the Chief of Police.
- Possess a Basic P.O.S.T. certificate.

**A photocopy of certificate must be attached to the employment application.**

- Three years of experience as a Police Officer with either City, County or State Government.
- Vision: Refer to attached Sworn Officer Vision Standards.

#### **Physical Condition:**

- Physical health, strength, and agility necessary to meet the physical demands of police work, as determined by 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).

#### **THE POSITION:**

Under general supervision, plans, schedules, assigns, and reviews the work of patrol staff on an assigned shift; performs the full range of field and office work in connection with patrol, traffic, investigative, and training programs; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other City departments, outside agencies, and the public served. This position also answers routine and emergency calls for protection of life and property and the enforcement of City, County, State and Federal laws, codes, and ordinances.

#### **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 20 sworn police officers assigned to such areas as patrol, traffic enforcement, investigations, and K9. The Scotts Valley 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, one may be obtained from the police department's website at [www.scottsvalleypd.com](http://www.scottsvalleypd.com). If you have any questions, telephone or email the Police Department's Administrative Secretary at (831) 440-5649 or [clocke@scottsvalley.org](mailto:clocke@scottsvalley.org).

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) 440-5649.

Candidates will be required to participate in a pre-screening interview. 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.