



ANNOUNCEMENT OF RECRUITMENT
PLEASE POST

POLICE OFFICER

Entry Level/Lateral

THE POSITION: Serves as a Police Officer for the City to patrol an assigned area in vehicle or on foot; answers calls for the protection of life and property, and the enforcement of City, County, and State laws; conducts preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, deaths, and suicides.

This is an excellent opportunity for the successful candidate to work in a small department and be involved in all phases of law enforcement work with an emphasis on Community Oriented Policing. The department consists of a Chief, two Lieutenants, six Sergeants, twenty-eight Patrol Officers, and twelve non-sworn personnel.

Entry Level: The position requires equivalent to graduation from the twelfth grade, possession of the California Basic Peace Officers Standards Training certificate (copy must be attached to application) and possession of a valid and appropriate driver's license issued by the State of California Department of Motor Vehicles. **Lateral:** Requires a minimum of one-year experience as a fully commissioned Police Officer. Applicants shall be non-users of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, they shall refrain from using tobacco. Bi-lingual (English/Spanish) is desirable.

THE BENEFITS: \$5,944 - \$7,221 per month, paid bi-weekly. Benefits include health, dental, and vision insurance for employee and dependents; PPO plan at minimal cost for full family, EPO plan at no cost for full family; Uniform allowance of \$1,070/ fiscal year; Well-fitness Incentive; annual educational assistance; take home vehicle program; an escalating vacation plan beginning with 10 days/year; sick leave; City paid Life, Long-Term Disability and Accidental Death & Dismemberment insurance for employee. The City observes 13 paid holidays a year; the Police Department has nine fixed holidays and four floating holidays; 4/10 work week schedule. The City is a member of the California State Employees Retirement System (PERS); 2% @ 50 formula for classic/legacy employees; 2.7% @ 57 formula for new members (as defined by PEPR). The City does not pay into Social Security system.

THE SELECTION PROCESS: Applications and supporting material will be reviewed and evaluated. Applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, background investigation, department interview, post-offer medical examination, drug screening, physical capacity testing, psychological examination, and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, California, 93618; phone (559) 591-5900 ext. 108. City application required. Deadline to apply: **Open until filled** www.dinuba.gov

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.
We are an Equal Opportunity Employer. We do not discriminate on the
basis of race, religion, color, sex, age, sexual orientation, national origin or disability.
The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

DEFINITION: Under general supervision performs police patrol, investigation and traffic regulation to prevent crime, maintain law and order and identify and apprehend suspects; and performs other related law enforcement activities as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works on rotating shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct. Operates a Police car, police radio, radar gun, handgun, taser gun, side handle baton, handcuffs, breathalyzer, pager, first aid equipment and any other specially assigned equipment. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent. Carries out duties in conformance with Federal, State, County, and City laws and ordinances. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Takes appropriate law enforcement action. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene. Conducts follow-up investigations of crimes committed during assigned shift. Seeks out and questions victim, witnesses and suspects. Develops leads and tips. Searches scene of crime for clues. Analyzes and evaluates evidence and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings. Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, vehicle impoundment form, traffic hazard report, etc. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, traffic safety, etc. Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities. Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities. Maintains departmental equipment, supplies and facilities. Maintains contact with general public, court officials, and other City officials in the performance of police operating activities. Must be of good moral character and of temperate and industrious habits. Performs Community Oriented Policing and other related duties as required.

EMPLOYMENT GUIDELINES:

Knowledge of:

- Applicable laws;
- Modern law enforcement principles, procedures, techniques and equipment;
- Federal, State and local laws and regulations regarding civil, criminal and traffic violations;
- Conduct of law enforcement operations including arrest, search, seizure incarceration,

Knowledge of: (cont'd)

interrogation, investigation and use of force;
Appropriate instantaneous responses to life-threatening and otherwise volatile law enforcement situations;
Safe and appropriate use of firearms and other weapons;
Public relations and conduct.

Ability to:

Read and write the English language;
Learn the ordinances, department rules and regulations;
Perform work requiring good physical condition;
Accurately aim and fire a weapon;
Stabilize crime scenes and other disorderly or dangerous situations using the least inflammatory methods available;
Write thorough reports of incidents and investigations;
Communicate tactfully and effectively orally and in writing with the full range of persons that may be contacted in the course of performing assigned duties;
Establish and maintain effective working relationships;
Exercise sound judgment in evaluating situations and in making decisions;
Follow verbal and written instructions;
Operate and maintain, in proper operating condition, a police patrol car, assigned weapons, and other specially assigned equipment;
Learn the City's streets, buildings and geography.

Licenses/Certificates: Possession of a Basic Certificate issued by the State Commission on Peace Officer Standards and Training (P.O.S.T.). Possession of a valid and appropriate California driver's license issued by the State of California Department of Motor Vehicles.

Education/Experience/Training: Any combination of education, experience, and training which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be: Equivalent to graduation from the twelfth grade and satisfactory completion of the California Peace Officers Standards Training. Bi-lingual (English/Spanish) is desirable.

Shall be non-users of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, they shall refrain from using tobacco.

PHYSICAL DEMANDS/WORKING CONDITIONS

The employee is frequently required to sit, talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be a non-user of tobacco and shall be required to sign a statement affirming that, as a condition of continued employment, employee shall refrain from using tobacco.

The employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME: _____
Last Name First Name Middle

ADDRESS: _____
Street/P.O. Box City State Zip Code

TELEPHONE: () _____ () _____ () _____
Home Business Cell

EMAIL ADDRESS: _____

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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EMPLOYMENT APPLICATION SUPPLEMENT

APPLICANT'S NAME: _____

DATE: _____

POSITION APPLYING FOR: _____ Police Officer (Entry level or Lateral)

CONVICTIONS

Have you ever been convicted of a felony or misdemeanor?

(Please do not include minor traffic infractions or juvenile offenses. No applicant except for the position of Police Officer, need disclose any convictions for marijuana use within two (2) years from the date of such conviction per Labor Code 432.8) Yes No

If yes, please list each offense below. *(A conviction is not an automatic bar to employment)*

Description of Charge	Date	City & State	Final Result of Charge