

## **FINAL FILING DATE - OPEN UNTIL FILLED**

The City of Jackson is currently recruiting Police Officers. If you are seeking challenge, professional growth, and the opportunity to live within a quality community, we encourage your application. Our recruiting division is dedicated to handling your application quickly and efficiently. We are currently conducting this recruitment in an effort to attract both individuals that have recently graduated from a POST Certified Academy, or experienced Police Officers. Specific minimum requirements are described below.

## **POSITION MINIMUM REQUIREMENTS LATERALS:**

If you are currently employed as a California Peace Officer with one year of experience, or if you have been employed within the past 12 months with a minimum of one year of experience; and you possess or are eligible to possess a California POST Basic Certificate issued by the Commission on Peace Officer's Standards and Training, you qualify as a Lateral candidate. Lateral Police Officers may be appointed above the first level in the salary range commensurate with experience, education, training, and POST certificates.

## **POSITION MINIMUM REQUIREMENTS ACADEMY GRADUATES:**

Academy graduates are applicants who successfully completed, within one year, a California POST approved basic academy. Candidates for this position are typically appointed as a Police Officer at the first step in the salary range.

## **EXPERIENCE AND EDUCATION:**

- Any combination of education equivalent to graduation from high school.
- Completion of P.O.S.T. Basic Academy.
- Current valid California driver license.
- Must be in good physical condition and will be subject to a thorough medical (including drug testing) and psychological examination prior to employment.

## **DEFINITION OF POSITION:**

Police Officers are assigned to the Department's Field Training Program in which they receive field training from an experienced Police Officer prior to assuming full responsibility for the position. Police Officers initially serve in the Patrol Division assigned to one of various shifts under general supervision to perform general police work in the prevention of crime and the enforcement of law and order; to carry out special assignments in a particular phase of police work; and to do related work as required. The Police Department provides the opportunity to receive training and experience in a wide variety of law enforcement assignments.

## **ESSENTIAL DUTIES:**

Patrol the City of Jackson for the prevention of crime and the enforcement of Federal, State and local laws and regulations and arrest violators as necessary; Respond to radio calls, telephone instructions and reports to scenes of disorder or crime; Conduct preliminary or follow-up investigations of crimes and disturbances; Collect and preserves evidence; Testify in court at civil and criminal hearings; Stop drivers who are operating vehicles in an unsafe manner or in violation of laws, issue traffic and parking citations; Prepare detailed reports of arrest, investigations and unusual incidents; May participate in public education programs and make presentations regarding traffic safety and a variety of crime prevention topics; Perform related duties as required.

## **ABILITY TO:**

Read and understand departmental policies, instructions, laws and regulations; Analyze situations and adopt a quick, effective and reasonable course of action; Prepare clear and accurate reports; Have a keen observation and remember names, faces, and details of incidents; Understand and follow oral and written directions; Learn the use and care of automobiles and small

firearms; Speak and write effectively; Some computer knowledge desirable, but not necessary.

## **SPECIAL ASSIGNMENTS MAY INCLUDE:**

Investigations; Bicycle/Foot Patrol; Narcotics Task Force; Community Policing.

## **SELECTION PROCEDURE:**

All completed applications will be reviewed. Based on the information provided in the application documents, the applicants with qualifications that best meet the needs of the job will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement throughout any subsequent phase of the examination.

The examination process will consist of an application screening, written exam, oral interview, or any combination of these.

Applicants receiving qualifying scores throughout the examination process shall be placed on an eligibility list.

As determined by the city, successful candidates shall be required to pass a medical examination, including a physical fitness test and a drug/alcohol screen, a psychological examination, and a background investigation. The costs of these examinations are covered by the city. Proof of citizenship, possession of a valid California driver license, and a good driving record will be required prior to hire.

## **BACKGROUND REQUIREMENTS:**

Applicant shall not have been convicted of a felony in this state, any other state, or in any federal jurisdiction which would have been a felony if committed in this state. Applicant shall have good moral character as determined by a thorough background investigation according to specifications of the State of California Commission on Peace Officer Standards and Training.

## **BENEFITS:**

**Retirement:** P.E.R.S. Safety Program 3% at 50 for those that qualify, and 2.7% at 57 for all others.

**Social Security:** Fully paid by the city.

**Health Insurance:** Fully paid by the city for employees and dependents.

**Dental Insurance:** Fully paid by the city for employees and dependents.

**Vision:** Fully paid by the city for employees and dependents.

**Uniform Allowance:** Uniforms provided and maintained by the city.

**Vacation:** 7.33 hours per month worked for the first five (5) years of employment. After five years of full-time continuous employment, employee shall be allowed vacation leave with pay at the rate of fifteen (15) working days per year to accumulate at the rate of ten (10) hours per month worked. After ten (10) years of full-time continuous employment, employee shall be allowed vacation leave with pay at the rate of twenty (20) working days per year to accumulate at the rate of 13.333 hours per month worked. All earned vacation shall be taken within the year immediately following the year in which it was earned.

**Sick Leave:** 8 hours per month.

**Compensatory Time Off:** Earned at 1.5 times. Accrual to a maximum of 120 hours.

**Overtime:** Earned at 1.5 times. Earned after 10 hours per day workday, based on a 40 hour workweek.

(NOTE: Employee benefits stated herein are subject to change through the collective bargaining process and are not guaranteed.)

## **APPLICATION REQUIREMENTS:**

**In order to qualify as an applicant, all of the following documentation is required at time of application:**

1. Copies of both California P.O.S.T. Basic Academy Certificate and any other California P.O.S.T. Certificates that may apply.
2. Applicant's resume.

City of Jackson Employment Applications may be obtained in person, via the internet at <https://ci.jackson.ca.us/job-opportunities> or by mail at the address below.

**Submit the above documentation to:**

City of Jackson Police Department  
ATTN: Chief of Police  
33-D Broadway  
Jackson, CA. 95642

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**The City of Jackson is an Equal  
Opportunity Employer AA/EOC/ADA.  
Employment benefits are subject to change.**

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*This job pamphlet does not constitute a  
contract and its terms and conditions may  
change without notice.*

# **CITY of JACKSON**



## **POLICE DEPARTMENT**

### **EMPLOYMENT OPPORTUNITY**

**POLICE OFFICER**  
LATERAL or ACADEMY GRADUATE

**SALARY RANGE \$4725 TO \$6029**  
(DOES NOT INCLUDE EDUCATIONAL  
or BILINGUAL PAY INCENTIVES)