



# City of Gonzales

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## **POLICE OFFICER**

### **DEFINITION**

To perform a variety of responsible law enforcement and crime prevention functions by patrolling, observing, and protecting assigned areas of the city in a professional and proactive manner; to actively participate in an investigation from its initiation to completion; to act as a positive resource in the community to promote proactive crime prevention, enhance community relations, and provide outreach and support to all citizens; to perform a variety of special assignments in support of the Police Department, the City and its citizens; and to function as a positive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This job class is the working entry/journey level of sworn police classifications. Employees in this classification receive training and mentoring from experienced Police Officers until the incumbent functions at the journey level of job performance and are capable of performing the full range of assigned duties in an independent manner. Incumbents in this classification receive only occasional instruction or assistance as new or unusual situations arise and are fully competent and knowledgeable of the professional standards, operating procedures and policies within the city's Police Department. Although individual positions may be assigned to specialized work units or special projects, employees in this job class are expected to be cross trained and fully functional in all areas of sworn police work activities and assignments. Employees in this job class are subjected to both mental and physical stress as well as exposure to dangerous and uncomfortable situations as a condition of regular work assignments.

### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from a Police Sergeant or his/her designee within a framework of established policies and standard operating procedures. Employees in this classification may provide technical and/or functional supervision when functioning in a special duty/assignment capacity.

**This sworn law enforcement class performs all non-supervisory assignments found in a municipal police department. Therefore, all functional areas of the law enforcement field are included due to the size and organization of the department.**

## **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Patrols designated areas of the City in a patrol car on an assigned shift to conduct a variety of responsible law enforcement and crime prevention duties; responds to routine or emergency calls for assistance; controls traffic; observes all suspicious activities/persons; and reports to superiors periodically.
- Provides proactive crime prevention and community outreach; acts as a resource to City's citizens and the general public; provides training and education to community regarding police activities and crime prevention techniques; making presentations and serving on committees as assigned.
- Conducts criminal investigations from initiation to the completion of investigation; prepares preliminary reports of incidents and investigations to include documentation; contacts and interviews victims, witnesses, and suspects for details; secures statements; preserves evidence; follows-up on every facet of assigned investigation to ensure all activities and efforts are coordinated and successfully completed.
- Make arrests and issues citations for violations of pertinent laws and ordinances within standard and accepted laws, policies, and operational regulations.
- Books, transports, and is charged with responsibility for the appropriate care and safety of detained persons
- Performs a variety of duties, functions and activities as a participant in a special duty assignment such as School Resource Officer, Training Officer, or Evidence Technician; cross trains and maintains expertise in all areas of sworn police activities.
- Observes and notes all unusual or suspicious situations, behaviors and events; reporting these circumstances and/or activities to superior officer and/or following-up and gathering pertinent data.
- Controls traffic; stops unsafe and/or illegal drivers; issues traffic citations; investigates causes and results of accidents; renders first aid at the accident scene; serves as first response level to hazardous materials spills and accidents.
- Appears in court to present evidence and testify as to circumstances, occurrences, and the investigative process regarding designated cases; provides information, reports, and documentation to the court and its representatives in support of case development.
- Prepares a variety of administrative reports and documentation of activities such as accident reports, investigation reports, and patrol observations; establishes and maintains files and records in a complete and confidential manner.

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- Participates in maintaining order, coordinating and supporting relief efforts, and protecting citizens/general public during a variety of emergency situations.
- Assists and attends to ill and/or injured individuals who may be violent, disruptive, unmanageable, or have a communicable disease; administers first aid, CPR, or other means of assistance and care.
- Performs other related duties as required.

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Standard and accepted law enforcement methodology and techniques to include patrol, crime prevention, and traffic control.
- Pertinent federal, state, and local laws, regulations, and guidelines governing the apprehension, arrest, and custody of persons accused or suspected of committing felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence.
- Proper use and care of firearms and other special equipment utilized by sworn police law enforcement personnel.
- Standard and accepted law enforcement recordkeeping, documentation, and reporting requirements, methods and procedures.
- Community policing philosophy and methodology.
- Automated safety dispatch and criminal records systems.

**Skill to:**

- Learn the City and departmental organizational structure, ordinances, policies, and procedures.
- Learn the location and configuration of the City's streets, landmarks, public areas, community facilities, and schools.
- Understand, interpret, and carry out a variety of both oral and written instructions in an independent manner.
- Interview and communicate with a variety of diverse individuals and groups in a positive, persuasive, and effective manner.

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- Identify potential problems/hazards, investigate and gather pertinent and relevant data, document conclusions and observations, and present recommendations and/or findings.
- Operate a variety of routine and special law enforcement equipment such as car radio, handguns and other firearms, handcuffs, batons, tear gas, ammunition, chemical reagents, stroll-a-meter, and a variety of protective devices in a safe and effective manner.
- Utilize a computer and designated software at a level sufficient for successful job performance.
- Prioritize and schedule workload in a timely and effective manner for self and others.
- Establish and maintain a variety of documentation, records and logs.
- Prepare a variety of administrative documentation, forms, and reports.
- Provide courteous and positive community relations and neighborhood outreach.
- Perform assigned duties to include heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

**LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards.
- Completion of a P.O.S.T. certified Basic Police Academy Program.
- Possession of valid American Red Cross Basic First Aid and CPR Certification.

**May require:**

Completion of additional designated P.O.S.T. certification in specialized areas of law enforcement or crime prevention pertinent to special duty assignments.

**TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

**Training**

The equivalent to high school graduation to include the ability to read and write at a level required for successful job performance AND the successful completion of an accredited

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police academy. Some college level coursework in criminal justice or a related field and/or volunteer law enforcement experience is desirable.

**Experience**

Community/public service work experience is highly desirable.

**TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee must maintain physical condition to meet P.O.S.T. physical standards including mobility and physical strength and stamina sufficient to respond to a variety of emergency situations and apprehend suspects as well as work in a standard office setting and operate a motor vehicle for extended periods of time.

**TYPICAL WORKING CONDITIONS**

Employee must be willing to work evening, night, weekend and holiday shifts, as assigned, and pass a detailed background investigation. Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. The majority of the employee's work time may be spent driving a patrol car. Employee works in a high stress environment and may be exposed to hazardous, volatile, and dangerous situations in the performance of required duties. Employees will have continuing contact with other staff, citizens, other agencies and businesses as well as the general public in the performance of assigned duties.

**SALARY AND BENEFITS**

**SALARY RANGE:** \$6,739.96 - \$9,172.15/month.

**HEALTH INSURANCE:** The City offers competitive benefits for medical, vision and dental insurance.

**RETIREMENT:** *Public Safety - Classic* employees will be enrolled in the 2% @ 55 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

*Public Safety - PEPPRA* employees will be enrolled in the 2% @ 57 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.

**HOLIDAY LEAVE:** Accrued each pay period.

**VACATION LEAVE:** Vacation Leave is accrued as follows:

1. Six and two-thirds (6 2/3) hours per month for **less than three (3) years** of service.
2. Ten (10) hours per month for **three (3) to ten (10) years** of service.
3. Eleven and two-thirds (11 2/3) hours per month for **ten (10) to fifteen (15) years** of service.
4. Thirteen and one-third (13 1/3) hours per month for **fifteen (15) or more years** of service.

**SICK LEAVE ACCURAL:** Eight (8) hours per month.

**LIFE INSURANCE:** The City pays 100% of the current Life Insurance Policy.

**LONG TERM DISABILITY:** The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

### **APPLICATION/SELECTION PROCEDURE AND DEADLINE**

All applicants must complete and file a City of Gonzales application form. A resume may be submitted with the application but cannot take the place of the application. **Position Open Until Filled.** Applications may be emailed to Celia Firme at [cfirme@ci.gonzales.ca.us](mailto:cfirme@ci.gonzales.ca.us) or mailed to the Personnel Department, City of Gonzales, PO Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications and supplemental questionnaires will be screened, and the most qualified applicants will be invited for interviews. Applications submitted without a completed supplemental questionnaire will not be considered.

If you have a disability which may require accommodation in the selection procedures outlined above, please notify the City Clerk in writing by the filing deadline date.

***The City of Gonzales is an Equal Opportunity Employer.***



## City of Gonzales

P.O. Box 647  
147 4th St, Gonzales, CA 93926  
Phone: (831) 675 - 5000 | Fax: (831) 675-2644  
www.gonzalesca.gov



### EMPLOYMENT APPLICATION

*The City of Gonzales is an affirmative action / equal opportunity employer providing equal employment opportunity to all regardless of race, color, religion, sex, pregnancy, sexual orientation, marital status, national origin, ancestry, disability, medical condition, age, or other non merit factors.*

Instructions: The application form must be completed in sufficient detail to allow a comprehensive review and evaluation. An application completed in insufficient detail, without the supplemental questionnaire (if applicable) will constitute a failure of the initial step of the process and the application will be rejected. It is your responsibility to notify the Human Resources Department of any changes of address or phone number.

Date	Position applying for:
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Name (Last, First, Middle)

Address	City	State	Zip
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Mailing Address (if different from above)	City	State	Zip
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Phone Number	Email
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Do you have a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No    Number: _____	Do you have the legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List languages you know other than English: 1. _____ 2. _____ <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write <input type="checkbox"/> Read <input type="checkbox"/> Speak <input type="checkbox"/> Write	Have you ever worked for the City of Gonzales? <input type="checkbox"/> Yes <input type="checkbox"/> No From: _____ To: _____
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Do you have any relative(s) currently employed by the City of Gonzales?  Yes  No

Name \_\_\_\_\_ Relationship \_\_\_\_\_

### EDUCATION

Name of School	Degree / Diploma Received?	Units Completed	Major / Minor
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College / University	<input type="checkbox"/> Yes <input type="checkbox"/> No		

### CERTIFICATES AND LICENSES

(You may omit associations which indicate race, religious creed, color, national origin, ancestry, sex, age)

Name	Date Issued	License Number	Expiration Date	Issuing Agency

**WORK EXPERIENCE**

List your work experience for the last 10 years, beginning with your current or most recent. List full and part-time jobs, volunteer, including self-employment and unemployment. Please do not exclude any breaches of work history. You may use additional sheets to complete your work history.

Name & address of current/most recent employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			
Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			
Name & address of employer:		Name & Title of Supervisor:	Phone Number:
Job Title / Position:	Hours worked/week:	Reason for Leaving:	
Dates of Employment: From (mo/day/yr): _____ To (mo/day/yr): _____		Total # of Mo/Yrs _____	May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your duties in detail:			

**REFERENCES**

Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal
Name	Email	Phone Number	<input type="checkbox"/> Professional <input type="checkbox"/> Personal

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date