



CITY OF TULARE
invites applications for the position of:

Police Officer (Academy Graduate)

SALARY: \$29.91 - \$36.36 Hourly
\$2,393.04 - \$2,908.77 Biweekly
\$5,184.93 - \$6,302.33 Monthly
\$62,219.16 - \$75,627.96 Annually

OPENING DATE: 06/27/18

CLOSING DATE: Continuous

POSITION DESCRIPTION:

RECRUITMENT OVERVIEW:

Thank you for your interest in becoming a Police Officer with our department.

We are currently recruiting Police Academy Graduates interested in becoming a Police Officer with our department. To be eligible for this recruitment opportunity you must at the time of application, be a graduate of a POST certified Police Academy and attach a copy of your Academy certificate.

This is a "continuous recruitment" which means, we will accept applications on a continuous basis.

When applicants pass the interview phase, their name will be placed on our Continuous Police Officer (Academy Graduate) eligibility list. As candidates are added to the list, the rank order of candidates previously on the list, may change. Applicants may apply and interview only one time during a six month period.

We look forward to the opportunity to consider you for a position with our department. Applicants are required to submit a complete application (with detailed work history, education, training, employment history) a copy of their drivers' license, academy certificate, and a complete POST Personal History Statement (PHS). A copy of the PHS form may be downloaded from the POST website: <https://post.ca.gov/forms> Incomplete applications or applications submitted without the required attachments, will be disqualified.

DEPARTMENT OVERVIEW:

Tulare Police Department is comprised of three very distinct divisions that work collectively for the safety of the community and our many visitors throughout the year.

The divisions of Patrol, Investigations, and Administration are comprised of individual units that are trained and equipped to handle calls for service and investigations ranging from minor to the very complex.

Our vision is to build trust within the community and the department through open communication, empowerment, and partnerships with both internal and external stakeholders. As a progressive organization committed to continuous improvement; we apply innovative strategies and technology to ensure the highest quality of life for all.

POSITION DESCRIPTION:

Under general supervision, performs a wide variety of law enforcement and crime prevention work, including patrol, traffic, narcotics, motorcycle, crime prevention, school resource, investigations, and the protection of life and property; enforces Federal, State, and local laws, regulations, and ordinances; assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This sworn, working-level law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including narcotics, K-9, motorcycle, crime prevention, school resource, and investigations are included. Incumbents are required to be armed while on duty and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments are changed periodically to ensure the maximum delivery of effective police services. This class is distinguished from Police Corporal in that the latter is the first lead level in this sworn class series.

EXAMPLES OF ESSENTIAL FUNCTIONS:**When performing duties in the patrol assignment:**

- Patrols the City within an assigned area in a radio dispatched automobile to secure life and property, observe situations, observes and investigates unusual conditions in facilities, property or other areas, report suspicious or criminal activity, hazardous conditions and deter crime by providing high visibility.
- Analyzes crime scenes and gathers or directs the collection of data and evidence; writes notes and prepares reports and case files.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle or vehicle, and performing other related duties as required.

When performing duties in the traffic assignment:

- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorists with inoperable vehicles and arranges for immediate removal of stranded vehicles if they are stolen or a hazard; provides direction and traffic control in accident or incident situations, special events, funerals, or other congested situations.
- Responds to and investigates non-injury and injury accidents including hit and run collisions.
- Enforces speed utilizing radar and LIDAR; conducts DUI saturation patrols and check points; assists in special campaigns and operations including seatbelt, car seat, and identifying unlicensed/suspended license drivers.
- Verifies correction and signs off mechanical citations; releases stored vehicles.
- May conduct bi-annual motorcycle certifications of the traffic unit.

When performing duties in the investigations assignment:

- Conducts comprehensive investigations into felony and high level crimes, including computer related crimes, as assigned including determining and conducting surveillance activities and coordinating and maintaining crime scene activities.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- May serve on special committees such as inter-agency Drug Task Forces including Narcotics Investigations, Gang Enforcement Team, and other organizations.

When performing duties in the School Resource Officer assignment:

- Acts as liaison and resource between department and school systems, students; assists and counsels youth; assists and maintains relationships with parents, school authorities, community and other officers.
- Presents educational programs such as D.A.R.E. Program, gang awareness, drug awareness, internet safety, etc.; assists school officials in enforcement of regulations; coordinates special programs as required.

- Provides oversight of juveniles and delinquents; interprets law to school officials and parents; confers with school administrators to identify and discuss criminal and public safety issues; works to resolve cases and crimes committed against or by juveniles.
- Investigates cases involving unfit homes and crimes committed against or by juveniles, including but not limited to child abuse, Department of Human Services referrals, and runaways; advises and refers juveniles to appropriate community resources as requested or as necessary.

When performing all assignments:

- Responds to a wide variety of emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances; determines appropriate action; calls for assistance as needed.
- Provides emergency medical attention and requests appropriate medical assistance as necessary.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Participates in meetings with the public representing the department's interests and responsibilities
- Prepares case records and reports on major activities within the jurisdiction; prepares affidavits for search warrants; serves arrest and search warrants and subpoenas as required.
- Makes arrests and serves warrants, subpoenas, and other legal documents; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Assists the City Attorney or the District Attorney staff in preparing, documenting and developing cases and gathering information; testifies in court as required.
- Directs the activities of police support personnel and/or volunteers in office and field situations.
- Handles prisoners as called for by law.
- Prepares reports; prepares and maintains logs, records and accurate files.
- May develop, implement, and present various community education programs on a wide variety of crime prevention subjects.
- Maintains effective working relationships with other law enforcement agencies and personnel.
- Assists other officers as needed.
- May serve as a field training officer for orientation and training of new officers.
- May respond to incidents involving high-risk situations, including hostages, armed suicidal subjects, clandestine drug labs, barricaded wanted subjects, civil unrest or riots, and other assignments.
- Attends briefings, meetings, conferences, workshops, and training sessions, and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Oversees the use and care of equipment used in the course of work.
- Performs other duties as assigned.

QUALIFICATIONS**Knowledge of:**

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search, seizure, and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, impact weapons, and tazers.
- Techniques of first aid, cardiopulmonary resuscitation (CPR), and automated external defibrillator (AED).
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Learn a considerable amount of factual information regarding laws, ordinances, statutes, regulations, procedures, and apply this knowledge to the duties of the position.
- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies and procedures, laws, codes, regulations, and ordinances.
- Prepare clear and concise reports, correspondence, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Understand and follow oral and written instructions.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities and meet critical time deadlines.
- Operate a motor vehicle in a safe and responsible manner under patrol and emergency conditions; act effectively and calmly in emergency situations.
- Safely and skillfully use firearms and other police equipment.
- Operate modern office equipment, including computer equipment and software programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster effective working relationships with those contacted in the course of work.

QUALIFICATIONS / REQUIREMENTS:

EDUCATION & EXPERIENCE: *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience working with the public. Some college-level coursework in and/or volunteer law enforcement experience are desirable.

LICENSE & CERTIFICATIONS: *Applicants must possess and attach copies of each of the following to their application. Failure to do so will result in disqualification.*

- Possession of a valid Class C California driver's license with a satisfactory driving record.
- Certificate of completion from a POST certified Police Academy.

ADDITIONAL INFORMATION:**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scenes and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects, as well as crime/accident suspects/victims weighing up to 150 pounds and heavier weights with the appropriate assistance.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to pass a detailed background investigation. Must be able to work extended or varying shifts, weekends, and holidays or be called back in emergency situations, and work with exposure to difficult circumstances, including exposure to dangerous situations and violent individuals.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.tulare.ca.gov>

Position #201700049
POLICE OFFICER (ACADEMY GRADUATE)
IS

411 East Kern Ave
Tulare, CA 93274
559-684-4201

Police Officer (Academy Graduate) Supplemental Questionnaire

- * 1. Did you graduate from a POST certified Police Academy in California?
 Yes No

- * 2. Did you attach a copy of your certificate of completion from a POST certified Police Academy? Failure to do so will result in your application being disqualified.
 Yes No

- * 3. Did you attach a copy of your drivers license? Failure to do so will result in your application being disqualified.
 Yes No

- * 4. Did you attach a completed POST Personal History Statement (PHS)? You may download a copy of the PHS from the POST Website: <https://post.ca.gov/forms> Failure to do so will result in your application being disqualified.
 Yes No

- * Required Question