



# CITY OF GREENFIELD

Employment Opportunity



## POLICE OFFICER I/II

Final Filing Date: OPEN – CONTINUOUS TESTING

### POLICE OFFICER I

\$4,327 - \$5,259 Month Plus Benefits

### POLICE OFFICER II

\$4,777 - \$5,807 Month Plus Benefits

#### Definition

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property and the enforcement of laws and ordinances; makes investigations, 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. (A full job description is available at City Hall.)

#### Required Training and Experience

Equivalent to graduation from high school, completion of an accredited police academy. Some college level course work in criminal justice or a related field is desirable. Must possess a valid California class C driver's license and have a satisfactory driving record. Must pass Background Investigation and process.

Candidates for Police Officer I must have completed a POST Certified Basic Academy or be eligible for POST certification. Police Officer II candidates must possess POST Basic and Intermediate certificates.

#### **APPLICATION SELECTION PROCESS:**

Applications are accepted on a continuous basis.

**City application forms, completed in full, are required, as well as a current (issued within 30 days of the date of application) DMV driving record printout and a photocopy of the applicable POST certificate. The application is considered incomplete without the POST certificate and DMV printout and will not be considered.** A resume may be submitted with the application, but cannot take the place of the application.

**Lateral Police Officer-**Must have a California POST Basic Certificate and be currently employed as a full-time salaried Peace Officer in the State of California.

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**Police Officer I/II**

Applicants' qualifications will be evaluated on the basis of the information provided on the employment application. The exam process will consist of a written examination and oral interview. The written examination is waived for laterals. Must pass Background Investigation and process. The City reserves the right to use alternate testing procedures if deemed necessary

**APPLY:** Greenfield City Hall, 45 El Camino Real, P.O. Box 127, Greenfield, CA 93927  
(831) 674-5591

[www.ci.greenfield.ca.us](http://www.ci.greenfield.ca.us)

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**PRE-EMPLOYMENT PROCESS:**

Any candidate that is selected will be required to successfully complete a pre-employment process, which will consist of a Background Investigation; fingerprinting; pre-employment physical to include drug and alcohol screening; psychological examination; polygraph test and Chief's Interview prior to final appointment. A copy of the City's Drug and Alcohol Testing Policy is available upon request.

**PROBATION:** Eighteen (18) month probationary period.

**SALARY**

Appointments are normally made at the first step. Consideration is given for increase to the second step after successful completion of six (6) months employment. Employees appointed at a higher step will be eligible for consideration for the next step after one year.

**EDUCATION/TUITION INCENTIVE:** Education incentive pay of 2 ½% for POST Intermediate Certificate and 2 ½% for POST Advanced Certificate. Reimbursement of up to \$500 per year for authorized and accredited educational classes.

**BILINGUAL (SPANISH) INCENTIVE PAY:** 2 ½ % of base salary. Must pass a test and demonstrate to the satisfaction of the Chief of Police and City Manager, ability to speak Spanish.

**OVERTIME PAY:** Overtime in excess of the standard 160 work period compensated at 1 ½ of the officer's hourly rate.

**COMPENSATORY TIME (COMP-TIME):** May accumulate up to 80 hours of compensatory time. Annual one-time payment for Compensatory Time may be requested on or before November 15 of each year and paid by the City by December 1. Maximum one-time compensatory time payment is 40 hours per year, unless otherwise approved by the City Manager.

**COURT PAY:** For required court appearances when not on duty, court pay is based on the regular rate of pay with a 2 hour minimum.

**CALL-BACK PAY:** Minimum of 2 hours compensation.

**SPECIALITY PAY:** 5% of base salary for a maximum of 10% per assignment.

**LATERAL TRANSFER-VACATION ACCRUAL:** Lateral transfers accrue vacation time at the combined time in grade of previous and current California employment, not to exceed a rate of 10 years of service.

### **BENEFITS**

**RETIREMENT:** Public Employees Retirement System, 2% at 50. City pays 9% employee contribution.

**HEALTH INSURANCE:** Medical, Dental and Vision for employee and eligible dependents. Choice of two plans with an employee premium of \$ 75.00/Month or \$ 135.00/Month depending on plan selected.

**LIFE INSURANCE:** City paid policy in the amount of \$ 25,000.

**LONG TERM DISABILITY:** City paid policy.

**DEFERRED COMPENSATION:** Elective. City match up to \$50 per month.

**SICK LEAVE:** Accrued at 10 hours per month, unlimited accrual.

**HOLIDAYS:** 13 paid holidays

**VACATION:** Less than Five (5) Years/10 days per year; Five (5) or More Years/15 days per year; Fifteen (15) or More Years/21 days per year

**EMPLOYEE ASSISTANCE PROGRAM:** Fully paid for employee and eligible dependents

### **ADDITIONAL INFORMATION**

- This brochure is intended to give you a sense of this position. It is not intended to be an exhaustive review of the duties or desired qualifications of the position.
- The above-listed benefits are subject to change and do not constitute a contract.
- This bulletin is for information purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.
- **Pursuant to the Immigration Reform Act of 1986, employees must show proof of identity and eligibility to work in the United States on the first day of employment.**
- **A current (issued within 30 days of the date of the application) DMV driving record printout and a photocopy of the applicable POST certificate must accompany the application. The application is considered incomplete without these materials and will not be considered.**
- This brochure does not constitute an offer of employment.

*The City of Greenfield is an Equal Opportunity Employer. It is the policy of the City of Greenfield not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age or disability. Applicants needing special accommodations in the selection procedures outlined above should submit a request to the City Manager's Department in writing at time of application.*