



## EMPLOYMENT OPPORTUNITY

# POLICE OFFICER

**(Entry Level)**

**Starting Salary: \$4,712 / month**

**Filing Deadline: Continuous Filing**

*The City of El Centro is seeking to establish an eligibility list for the position of Police Officer Entry Level with the El Centro Police Department. Candidates will be required to pass a written and physical ability test prior to oral interviews. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro, CA 92243. \* A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; [www.cityofelcentro.org](http://www.cityofelcentro.org)*

*The responsibilities listed below are those of a Police Officer and will be required of the selected applicants after successful completion of a POST-approved academy. Police Officer Recruits are provided with the opportunity to attend a POST-approved academy and on the job training prior to becoming a Police Officer and having the following responsibilities.*

**Summary:** Under moderate supervision, patrols assigned areas, responds to calls or observed violations, and enforces public safety and traffic laws, regulations and ordinances while working with a more experienced Police Officer; assists other officers and performs special detail work as needed; performs related responsibilities as required. This position receives supervision from a Police Sergeant and Training Officer.

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Patrols assigned district by automobile, motorcycle, or on foot in order to prevent and detect crime activity and enforce laws, regulations and ordinances.
- Responds to radio communications or citizen requests and investigates reported disorders, observed violations, and related incidents; collects and preserves, and transports physical evidence.
- Notes and reports traffic problems abandoned or damaged vehicles and other safety hazards.
- Issues verbal warnings or written citations for parking or moving violations.
- Investigates traffic accidents and directs and controls the flow of traffic at the scene of accidents, signal failures and special events.
- Investigates, interviews witnesses, and prepares crime, incident, traffic collision, drug influence, missing person, and suspicious person reports; prepares special reports as assigned.
- Restores order and maintains peace at public gatherings or in conflict situations.
- Observes and reports conditions conducive to crime activity.

- Provides general information and assistance to the public.
- Identifies, pursues, apprehends, makes arrests, advises of rights, searches, and transports suspects.
- Appears in Court to testify regarding arrests or other law enforcement activity and case evidence.
- Administers emergency first aid to injured or incapacitated persons until medical personnel arrive.
- Participates in community awareness programs as information program to inform citizens of police functions, and crime prevention techniques.
- Processes and serves warrants.
- May perform the duties of Police Sergeant as directed.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

## **QUALIFICATION GUIDELINES**

### **Required Education:**

- Equivalent to high school graduation.

### **Special Requirements:**

- Valid Class C California driver's license and provide evidence of an acceptable driving record. May be required to obtain a Class M license following hire, depending upon position assignment as a Motors Officer.
- The employee may be called to respond to police service calls at any time during assigned shifts and may be called out for assistance during off-duty hours.
- Ability to successfully pass background security investigation, meet City standards and successfully pass a pre-employment physical and psychological examination as a condition of employment.
- Must be 20 ½ years of age at the time of entering the POST-approved academy.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

### **Required Knowledge:**

- State motor vehicle codes.
- Traffic safety regulations and municipal ordinances.
- Police science principles.
- Police department policies.
- Practices and procedures.
- Theories of human behavior.
- Federal and state laws, statutes, local ordinances and Court decisions governing arrest and custody of prisoners, search and seizure, rules of evidence, and privacy rights.
- First aid techniques.

- Safety rules and procedures.
- Criminal investigation, crime prevention principles and techniques.
- Self defense methods and physical restraint techniques.
- Radio codes and communications procedures.
- Disease control methods and techniques.

#### **Required Skills:**

- Operate a police motor vehicle, firearms and weapons skillfully and safely.
- Operate two-way radio following proper communications procedures.

#### **Required Abilities:**

- Pass physical, psychological and agility tests.
- Tactfully and effectively relate with different racial, ethnic, age, and economic groups.
- Comprehend and understand departmental rules, procedures, police instructions, laws and general literature pertaining to law enforcement activities.
- Interpret State Motor Vehicle Codes and traffic safety laws and local ordinances.
- Accurately recall the circumstances under which traffic violations occurred for testimony purposes.
- City geography, streets layouts and traffic and crime patterns.
- Understand and interpret maps to determine locations of calls.
- Work effectively in team response situations.
- Exercise tact and diplomacy in maintaining self-control in provocative or confrontational situations.
- Communicate clearly and concisely in conveying commands.
- Maintain alertness and concentration in emergency situations.
- Accurately recall names, faces and details regarding crime incidents.
- Follow proper safety rules and procedures.
- Work under variable weather conditions.
- Communicate and work cooperatively with co-workers, supervision, and public and private representatives.
- Understand and carry out oral or written commands and instructions.
- Complete clear and accurate police reports and work activity records.

### **APPLICATION**

Apply by completing a City of El Centro Employment Application and returning it to the City of El Centro Human Resources Department, 1275 W. Main Street, El Centro, CA 92243.

Incomplete applications will be rejected without notice to the applicant. Applications are available at the City of El Centro Human Resources Department or by download from the City web page - [www.cityofelcentro.org/humanresources](http://www.cityofelcentro.org/humanresources).

### **THE SCREENING PROCESS**

#### **Written Test:**

All applicants must take the POST Entry-Level Law Enforcement Test Battery. The test is primarily a language aptitude test that focuses exclusively on language ability. The test battery is comprised of two components: one evaluates writing ability and the other reading ability. The writing component of the

test measures clarity, vocabulary, and spelling. The reading component measures reading comprehension. For a preparation guide and a list of frequently asked questions, please visit the following website: <https://post.ca.gov/entry-level-test-battery.aspx>.

Candidates will be notified of the test date once scheduled. If you do not take and pass the written test you will be automatically disqualified from the recruitment.

### **Physical Ability Test:**

All applicants who pass the written test will be eligible to participate in the Physical Ability Test (PAT). All applicants must take and pass the El Centro Police Department PAT in order to move forward in the recruitment process. A sample test includes the following six events:

- **OBSTACLE COURSE**

Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle that must be vaulted

- **BODY DRAG**

Lift and drag a 165-pound life-like mannequin 32-feet

- **CHAIN LINK FENCE**

Run 5 yards to a 6-foot chain link fence, climb over fence, and continue running another 25 yards

- **SOLID FENCE CLIMB**

Run 5 yards to a 6 foot solid fence, climb over fence, continue running another 25 yards

- **500-YARD RUN**

Run 500 yards

- **½ Mile Run**

Run ½ Mile

Each of the events is timed. Applicant performance times are converted to points and summed. A passing score is required in order to move forward to the oral interviews.

If you do not pass you will be automatically disqualified from the recruitment. You may re-apply for the position as future openings become available without having to retake the written test.

### **Oral Interview:**

Those candidates who pass the Written Test and PAT will be allowed to participate in the Oral Interview process. Every Police Officer candidate must be interviewed prior to employment to determine the person's suitability for law enforcement service. Interview factors may include the following: experience, problem solving ability, communication skills, interest/motivation, interpersonal skills, and community involvement/awareness. If you do not pass you will be automatically disqualified from the recruitment.

### **Scoring:**

The scores received from the Written Test, Physical Ability Test and Oral Interview, which will be weighted at 40%, 30% and 30% respectively, will be combined for a total score.

**Eligibility List:**

Candidates who are successful in all aspects of the screening process will be placed on an eligibility list which will be used to fill vacancies for the next one year (or until the list is exhausted). While the City may choose to “extend” the Eligibility List past the initial one year time frame, nothing obligates the City to do so.

**Background Investigation:**

All candidates must undergo and pass a thorough background investigation in order to be considered eligible for hire.

*If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.*