



**Ukiah Police Department**  
Safety, Professionalism, Community Service

**City of Ukiah**

Human Resources  
300 Seminary Ave  
Ukiah, CA 95482  
(707)463-6272

## *Employment Opportunity*

### **POLICE OFFICER** **ENTRY LEVEL OR LATERAL**

**Police Academy students are encouraged to apply as lateral officers for graduation employment. Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

#### **Tentative Schedule for January 2015**

**Application Deadline: Continuous Recruitment**

**Initial Application Screening: January 2<sup>nd</sup> –January 16<sup>th</sup>, 2015**

**Oral Board Interviews: Beginning the week of January 18<sup>th</sup>, 2015**

#### **DEFINITION**

Under general supervision, to perform law enforcement and crime prevention work; to control traffic flow and enforce state and local traffic regulations; to perform investigative work; and to do related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all encompassing of the duties to be performed under this job title. **(E=Essential Duty; M=Major Portion of Time)**)

- Patrol City in radio car and on foot; answer calls for the protection of life and property, and the enforcement of City, County, and State laws; may conduct both preliminary and follow-up investigations of reported criminal activity, deaths, and vehicle traffic accidents. (E-M)
- Respond to any emergency, utilizing exceptional physical abilities which include but are not limited to high speed driving, pursuing criminals while on foot, carrying injured persons, climbing fences and walls, overcoming physical resistance of uncooperative violent suspects, and directing traffic at emergency scenes, fires, and special events. Most of these requirements occur outside and may be in inclement weather. (E)
- Make arrests as necessary; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court. (E-M)
- Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders. (E)
- Prepare reports of arrests made, investigations conducted, and unusual incidents observed. (E-M)
- Serve warrants and subpoenas. (E)
- While on patrol, stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary. Check buildings for physical security. Receive search, book, fingerprint, and transport prisoners. (E-M)
- Administer first aid in emergency situations. (E)
- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public. (E)
- Work unsupervised as a solo unit in responding to emergencies. (E)
- Work rotating shifts, including nights, weekends, and holidays. (E)
- Perform specialized investigative or detective work as assigned by the Director of Public Safety.
- Perform other duties as assigned.

## QUALIFICATIONS

### Ability to:

- Observe accurately and remember names, faces, numbers, incidents, and places.
- Use and care for firearms.
- Think and act quickly and appropriately in emergencies, and assess situations and people accurately.
- Learn, understand, and interpret laws and regulations.
- Prepare accurate and grammatically correct written reports.
- Learn standard broadcasting procedures of a police radio system.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Understand and carry out oral and written directions.
- Meet standards of physical stature, endurance, and agility established by the City of Ukiah.
- Work rotating shifts and overtime.
- Handle stressful and possibly hazardous situations.
- Operate an automobile at high speed and during emergency conditions.
- Make precise arm-hand positioning movements and maintain static arm-hand position.
- Overcome physical resistance when chasing or apprehending suspects.
- Bend or stoop repeatedly and continuously.
- Wear a 15-pound utility/gun belt.
- Run, walk, and jump.
- Sit for periods of up to 8-12 hours continuously.
- Stand for extended periods of time.
- Climb ladders, fences, or a wall, which requires lifting arms above shoulder level and working at heights greater than 10 feet.
- Walk or run over rough, uneven, slippery, or rocky surfaces, and possibly walk or run for extended periods of time.
- Hear alarms, screams, breaking glass, or other suspicious and unusual noises.
- Smell hazardous chemicals and/or unusual odors.
- See clearly in both eyes with full color perception.
- Move heavy objects and lift at least 50 pounds for distances of up to 50 feet.
- Work in extreme weather conditions.

### Education:

High School diploma or equivalent.

### Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Not have been convicted of a felony in the State of California or any other state or federal jurisdiction.
- Must be eligible to legally possess and carry a handgun.
- Be in good physical condition, with weight in proportion to height.
- Have normal hearing with not over 15% loss in either ear from 500 to 2000 cycles.
- Have not less than 20/20 corrected vision in both eyes with full color perception.
- As a condition of employment, any person hired in the Police Unit must be a non-user of tobacco products in any form and shall refrain from smoking tobacco or any other substances.
- **Bilingual (English/Spanish) abilities are highly desirable and will be given preference.**

### Additional Requirement for Lateral Entry Only:

Possession of a California P.O.S.T. Basic Certificate or the successful completion of a certified P.O.S.T. Basic Academy prior to appointment date. **Provide copies of all P.O.S.T. Certifications with application for employment.**

### Residency Requirement:

All Police Officers shall be expected, within six months of hire, to establish residence allowing response to the station within 45 minutes of notification to report.

### **Probationary Period:**

Employees serve a 12-month probationary period. If performance is not satisfactory, an employee may be terminated without cause and recourse during this time. Entry-level employees will serve an 18-month probationary period.

### **SALARY**

\$4,396-\$5,610 per month; \$4,615-\$5,891 per month with Intermediate P.O.S.T. Certificate; and \$4,846.59-6,185 per month with Advanced P.O.S.T. Certificate; plus City paid medical, dental, and vision coverage for employee and 50% of the cost for dependent coverage; paid holidays, vacation, and sick leave. The City also provides Credit Union membership, a deferred compensation program, and bilingual specialty pay.

### **RETIREMENT**

The City is a member of the Public Employees Retirement System (PERS) – **Tier One:** Employees who are new to the City of Ukiah, but not new members, will receive the formula 3% @ 50, with single highest year final compensation. The employee's 10% share of the PERS contribution is fully paid by the City. **Tier Two\*:** All new employees/members will receive the formula 2.7% at 57, with a three consecutive year average final compensation. The employee pays the 12.25% PERS member contribution (\*AB 340, California Pension Reform Act). The City does not contribute to Social Security.

### **ENTRY-LEVEL APPLICATION PROCEDURES:**

“Entry-Level” consists of applicants that have not started a POST approved Academy, by the time of application. These applicants will participate in a written examination, oral appraisal interview, and will be placed on an Entry-Level Eligibility List with a passing score. The City of Ukiah will accept written proof of passing the POST Entry Level Examination if an applicant has taken and passed this examination during the last 12 month period. **Provide written verification of your passing t-score with application for employment.**

#### **Step 1 – Written Examination**

The City of Ukiah utilizes the State of California’s, Commission on Peace Officer Standards and Training, Entry Level Written Test. This Entry-Level Police Officer Test is given by the City of Ukiah on a regular basis. Applicants will be notified by letter of the time and location for testing. ***It is highly recommended that those applicants participating in the written test obtain a practice test exam from POST at <http://www.post.ca.gov/exams--assessments-.aspx>.***

#### **Step 2 – Oral Appraisal Interview**

After successfully passing an entry-level written test, applicants will be invited to participate in an Oral Appraisal Interview to evaluate an applicant’s education, training, experience and other job-related qualifications. The City of Ukiah utilizes entry level, State of California, Commission on Peace Officer Standards and Training approved questions for this process.

Applicants participating in the Oral Appraisal Interview will be given a list of the questions to be asked and time prior to the start of the interview to prepare for the Oral Appraisal Interview. Applicants are encouraged to make notes and use this information while participating in the Oral Appraisal Interview. This interview is designed to be a casual open exchange of information between an applicant and the Oral Appraisal Board Members to learn as much as possible about a potential applicant and their ability to be successful as a police applicant.

#### **Bilingual (English/Spanish) abilities**

Although not a qualification of employment, the City of Ukiah desires applications from applicants that have bilingual (English/Spanish) abilities. During the Oral Appraisal Interview, all applicants are asked to listen to, and respond to a question in Spanish. Applicants are rated on their ability to understand and converse in Spanish during this process.

#### **Step 3 – Background Investigation**

After successfully completing the Oral Appraisal Interview, applicants are placed on an eligibility list and enter the background investigation phase of the process. This phase consists of a thorough background investigation, including a police records check, review of driving record information, illegal drug use, personal history statement, and Computerized Voice Stress Analysis test. Prior to appointment, applicants must also pass a Chief’s Interview, Psychological Test and Comprehensive Medical Examination.

## **LATERAL LEVEL APPLICATION PROCEDURES:**

“Lateral-Level” consists of applicants that are currently attending the Basic POST Academy and will have graduated prior to appointment; applicants who have graduated from a POST Basic Academy, or those who hold a POST Basic Certificate. For these applicants, the written examination will be waived. Applicants will participate in an Oral Appraisal Interview and will be ranked on a Lateral Level Eligibility List with a pass/fail score.

### **Step 1 – Oral Appraisal Interview**

After successfully passing the screening committee’s review, lateral applicants will be invited to participate in an Oral Appraisal Interview to evaluate an applicant’s education, training, experience and other job-related qualifications. The City of Ukiah utilizes entry level, State of California, Commission on Peace Officer Standards and Training approved questions for this process.

Applicants participating in the Oral Appraisal Interview will be given a list of the questions to be asked and time prior to the start of the interview, to prepare for the Oral Appraisal Interview. Applicants are encouraged to make notes and use this information while participating in the Oral Appraisal Interview. This interview is designed to be a casual open exchange of information between an applicant and the Oral Appraisal Board Members to learn as much as possible about a potential applicant and their ability to be successful as a police applicant.

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After successfully completing the Oral Appraisal Interview, applicants are placed on an eligibility list and enter the background investigation phase of the process. This phase consists of a thorough background investigation, including a police records check, review of driving record information, illegal drug use, personal history statement, and Computerized Voice Stress Analysis test. Prior to appointment, applicants must also pass a Chief’s Interview, Psychological Test and Comprehensive Medical Examination.

## **APPLICATIONS**

Applications must be filled out completely and received by Human Resources. Resumes are encouraged, but cannot be accepted in lieu of an official application unless specified. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from consideration, or discharge from employment.

## **SELECTION PROCESS**

***Applications to become a City of Ukiah Police Officer are accepted by the City of Ukiah on a continuous basis.*** A screening committee reviews all applications and those applicants who appear among the best qualified will be selected for the examination and screening process. This process includes a variety of techniques designed to test an applicants’ knowledge, skills, and abilities to perform the duties and responsibilities of the job, such as a written examination and oral appraisal interview. Failure to achieve a pass/fail score on any portion of the screening process will eliminate a candidate from further consideration.

## **ENTRY LEVEL AND LATERAL ELIGIBILITY LIST**

Names of successful candidates will be placed on either an Entry Level Eligibility List or a Lateral Eligibility List and both lists may be used to make selections at the time vacancies occur. All employment offers are subject to a Physical Agility Test, City Paid Physical Exam, Drug Screen, Psychological Test, Computerized Voice Stress Analysis Test, and Background Investigation. Employment is based upon satisfactory completion of the twelve (12) month City/POST probationary period.

## **FILING DATE**

***Applications to become a City of Ukiah Police Officer are accepted by the City of Ukiah on a continuous basis.*** Submit a completed City of Ukiah application form and all attachments to Human Resources, 300 Seminary Avenue, Ukiah, CA 95482.

Incomplete applications will not be accepted.

**NOTE TO APPLICANTS:** You will be required to submit verification of your citizenship or legal right to work in the United States at the time of an offer of employment. Employment will be subject to verification of this requirement.

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The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Ukiah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources in advance at (707) 463-6244 so your request may be reviewed prior to the occurrence of testing.