



# PUBLIC SAFETY TRAINEE

## FULL-TIME JOB OPPORTUNITY

**Salary Range: \$4,430 monthly during Academy Training  
\$25.56 hourly**

**\$5,385 — \$7,217 monthly as Sworn Police Officer  
\$31.07 — \$41.64 hourly**

**APPLY IMMEDIATELY: Open Until Filled**

### THE POSITION

The Public Safety Trainee participates in a Basic Law Enforcement Training Program approved by the California Commission on Peace Officer Standards and Training (P.O.S.T), in a non-sworn capacity. Upon successful completion of the P.O.S.T Basic Police Academy, and approval of the Police Chief, a Trainee will be sworn in as a full-time Police Officer.

### RESPONSIBILITIES/DUTIES

The incumbent will successfully attend and graduate from a P.O.S.T certified basic academy. Responsibilities include learning use and care of firearms and related equipment; meet Police Officer requirement contained in the California State Government Code; and perform other related duties as required or assigned. Police Officer Trainees do not have police powers; they may be assigned non-sworn duties within the Police Department.

### MINIMUM QUALIFICATIONS

- Possess High School Diploma or GED - **Copy of Diploma or Certificate MUST be attached to employment application at time of applying**
- Must be at least 21 years of age at time of appointment
- Must be at least 20 ½ years of age at time of submitting application
- Must be a United States citizen, or a permanent resident alien who is eligible for and has applied for citizenship
- Possess and maintain a valid California Class "C" driver's license with satisfactory driving record.

### SPECIAL REQUIREMENTS

This position involves the ability to sit, stand, walk, run, kneel, crouch, squat, twist, climb and lift up to 50lbs. By nature of position, may be exposed to cold, heat, noise, confining space, chemicals, explosive materials, mechanical hazards and electrical hazards.

Human Resources Department

14403 East Pacific Avenue

Baldwin Park, CA 91706

(626) 813-5207 phone

(626) 813-5284 fax

[www.baldwinpark.com](http://www.baldwinpark.com)

City Hall Business Hours:

Monday—Thursday

7:30am—6:00pm

Closed every Friday

Located roughly 20 miles east of Los Angeles and measuring less than seven square miles, the City of Baldwin Park can trace its origins back to the mid-1800s as a sleepy-town agricultural region. The City was part of cattle grazing land belonging to the San Gabriel mission, and in 1906 became known as Baldwin Park after wealthy landowner, Elias, J. "Lucky" Baldwin. In 1956, the City was incorporated under the general laws of the State of California becoming the 47th incorporated city. Today, this suburb of more than 75,000 residents is considered hub of the San Gabriel Valley and is the 24th largest city in the Los Angeles County.

The Baldwin Park Police Department is committed "To provide law enforcement services in a fair and impartial manner in order to prevent crime and provide for the safety and welfare of the community." - *Baldwin Park Police Department Mission Statement*



### **KNOWLEDGE, SKILLS & ABILITIES**

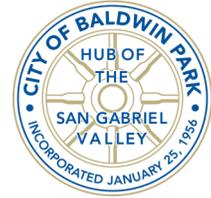
- Knowledge of basic reading, writing, and spelling; Ability to communicate clearly and concisely, both orally and in writing
- Ability to think clearly and act quickly in emergency situations
- Deal constructively with conflict and develop effective resolutions

### **BENEFITS AND COMPENSATION**

<b>Retirement</b>	Participation in California Public Employees Retirement System (CalPERS)
<b>Health/Life Insurance</b>	Group life, medical, dental, vision and long term disability insurance programs are provided.
<u>Non-Sworn:</u>	\$950.00 per month for Health and Dental insurance
<u>Sworn:</u>	\$1,200.00 per month for Health and Dental insurance **excess may be received as taxable income, or maybe placed in our deferred compensation program. \$32.12 per month for Vision insurance \$50,000 Group term life insurance/AD&D
<b>Bargaining Group</b>	Baldwin Park Police Association (POA)
<b>Retiree Health</b>	CalPERS Health contribution of single party coverage based upon the employee's years of service to the City.
<b>Work Week</b>	Upon successful graduation from the academy, Police Officer will be assigned to a 3/12 Work Schedule
<b>Probation</b>	18 months
<b>Vacation</b>	Employees initially accrue 96 hours per year. Hours increase based on length of service.
<b>Sick Leave</b>	Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program.
<b>Other</b>	Optional programs available to employees include: Bilingual pay of \$100.00 per month, upon certification Education Incentive Education tuition reimbursement program Computer purchase program Choice of two (2) deferred compensation plans

### **THE SELECTION PROCESS**

- **APPLY IMMEDIATELY: Applications will be accepted and reviewed on a continuous basis. This recruitment is Open Until Filled and may close at any time.**
- For consideration in this job opportunity, please submit an original completed City of Baldwin Park employment application **and attach a copy of high school diploma or GED.**
- **Applicants who have taken the POST Pellet-B examination within one (1) year of submission of employment applicant may attach a copy of their scores to the employment application.**  
**Note: Pellet-B T- Scores must be on the agency's letterhead with a Pass Point T-Score of 45+.**
- Applications may be accompanied by a resume describing experience, education, and/or training in relation to the requirements of the position, but will not be accepted in lieu of a completed application.



### **THE SELECTION PROCESS (continued)**

- Electronic submission of applications will not be accepted, nor postmarked received after the filing deadline.
- All applications will be reviewed in detail and those applicants possessing the minimum qualifications listed will be invited to continue in the selection process. Failure to state all pertinent information may lead to elimination from competition.
- This selection process will consist of an Application Evaluation (Qualifying), an examination (Qualifying) and an Appraisal Interview (100%).
- **Those applicants that meet the minimum qualifications and have taken and submitted the Pellet B T-Score (with a passing score of 45+) will be invited to participate in the next step of the selection process.**
- **Those applicants that meet the minimum qualifications and have not taken the Pellet B, will be invited to participate in the examination process date to be determined.**
- A complete background investigation including polygraph exam, a psychological examination, and a medical examination including drug screening will be performed for all Police Department personnel. Failure during any phase of the selection process constitutes failure of entire process.
- The successful candidate will be required to establish both work authorization and identity.

Employment applications are available through our website: [www.baldwinpark.com](http://www.baldwinpark.com), or may be picked up at Baldwin Park City Hall, Human Resources Department, 3<sup>rd</sup> floor. For more information regarding this opportunity, please visit the City website or contact Human Resources Department at (626) 960-4011 ext.: 207.

Submit your application by mail or in person to:           City of Baldwin Park, Human Resources Department  
14403 East Pacific Avenue, Baldwin Park, CA 91706  
Business Hours: Monday thru Thursday from 7:30am – 6:00pm

### **The City of Baldwin Park is an Equal Opportunity Employer**

The City of Baldwin Park is committed to promoting equal employment opportunity to all without regard to political affiliation or opinion, age, race, color, national origin, ancestry, religious creed, marital status, disability, medical condition, gender, pregnancy or pregnancy related condition.

Please note: If you require an accommodation during the selection process, please notify the Human Resources Department.

*The provisions of this bulletin do not constitute an expressed or implied contract for employment. Any provision contained in this bulletin may be modified or revoked without notice.*

