

# POLICE OFFICER - ACADEMY GRADUATE

**Salary Range:** \$5,385 - \$7,217 monthly  
\$31.07 - \$41.64 hourly

**Bilingual Incentive:** \$100 monthly\*

**Cafeteria Plan:** \$1,200 monthly

**Education Incentive:** Up to \$465 monthly\*

**Uniform Allowance:** \$900.00 annually

**Specialty Pay:** \$300.00 monthly\*

**Longevity Pay:** Up to \$675 monthly\*

*\*Please see current P.O.A. Memorandum of Understanding for eligibility requirements.*

**APPLY IMMEDIATELY: Open Until Filled**

## THE POSITION

Under general supervision, the Police Officer will perform a variety of duties involved in the enforcement of laws and the prevention of crimes.

## RESPONSIBILITIES/DUTIES

The incumbent will be responsible for various tasks including but not limited to: Patrol designated area of the City in a radio-equipped car, motorcycle, or on foot; Effectively interacts and works with diverse groups of people within the organization and community to render service and collect information; Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders; Participates in community oriented policing to effectively enforce city, county and state laws; and performs other related duties as required or assigned.

## MINIMUM QUALIFICATIONS

- Completion of POST approved academy within the last three (3) years: POST Certificate must be attached to application at time of filing, **OR** No more than a three (3) year break in service as a California peace officer is required
- Must be at least 21 years of age at time of submitting application
- High school graduate or recognized equivalent
- Candidate must possess, at the time of employment and continuously throughout employment, a valid California Class "C" driver's license with satisfactory driving record.
- Candidates must meet POST Standards for a Peace Officer: <http://post.ca.gov>

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**

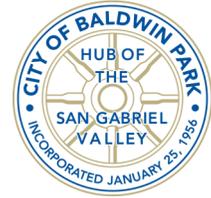
- Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations and report writing
- Knowledge of Vehicle and Penal Codes, laws of arrest, rules of evidence, and court procedures
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to think clearly and act quickly in emergency situations
- Ability to make accurate and factual observations, draw logical conclusions and make proper recommendations
- Deal constructively with conflict and develop effective resolutions

**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.

**BENEFITS AND COMPENSATION**

<b>Compensation</b>	Starting salary step will depend on qualifications, prior experience and skills.
<b>Retirement</b>	Participation in California Public Employees Retirement System (CalPERS) CalPERS Retirement Plan: 3% @ 50 or 2.7% @ 57, depending on member status. CalPERS Employee Contribution: 9% for classic members or 11.5% for new members.
<b>Health/Life Insurance</b>	Group life, medical, dental, vision and long term disability insurance programs are provided. \$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>	3/12 Work Schedule
<b>Probation</b>	18 months
<b>Leaves</b>	Vacation: Employees initially accrue 96 hours per year. Hours increase based on length of service. Sick Leave: Employees accrue 96 hours per year. All City employees are eligible to participate in the Sick Leave Incentive Program.  Holiday: Employees shall have the option of receiving the holiday hours worked as cash payment at their straight time rate for each holiday as it occurs, or may elect to bank the holiday hours as it occurs; plus 22 floating holiday leave hours.



## **BENEFITS AND COMPENSATION (continued)**

### **Other**

Optional programs available to employees include:

- Bilingual pay of \$100.00 per month, upon certification
- Education or P.O.S.T Certificate Pay up to \$465 monthly, upon certification
- Specialty assignment pay of \$300 monthly for Canine Officer, Detective, Field Training Officer, Motorcycle Officer, Juvenile Resource Officer, Helicopter Observer Officer, Gang Investigator, SWAT/CNT
- Computer purchase program
- Education tuition reimbursement program
- Choice of two (2) deferred compensation plans
- Flexible spending account for Medical and Dependent expenses
- Section 125 Plan to allow pre-taxable deduction for health and dental premiums

## **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 the P.O.S.T certificate.**
- 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.
- 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) and an Appraisal Interview (100%).
- 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 the Human Resources office 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.*