



Invites your application for:

# *Police Officer Trainee*



*City of San Mateo*

*Continuous Filing*

An Equal Opportunity Employer

## *The City*

San Mateo is a city of over 100,000 residents, strategically located midway between San Francisco and San Jose and is within Silicon Valley. One of the City's strengths is its diversity, both in the ethnic makeup and the physical development of the community. San Mateo has a vibrant business and retail environment with national and international businesses, two major shopping centers and an active downtown. The community values its historic and new residential neighborhoods and recently approved a major new Transit Oriented Development that will add 1,500 new homes, 300,000 square feet of new retail and as much as 1.5 million square feet of commercial office space.



The City organization has a culture of innovation, collaboration and strong customer service. The City's annual budget is \$205 million and is staffed by over 549 full time employees. The City is continually evaluating new and innovative ways of providing high quality services to its residents while acknowledging the competing demands for the limited funds available. Find out more interesting facts at: [www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## *Philosophy of the Chief of Police*

The San Mateo Police Department is dedicated to providing the highest level of police services to all persons within our community. Fairness, equality, justice and honor are our guiding principles in executing our duties and obligations, while ensuring the continuation of a legacy of excellence.

The Department also recognizes its responsibility to improve the quality of life for those who live and work within our community by forming cooperative relationships with other City departments and service providers outside the organization.



## *The Department*

Consists of a diverse and outstanding group of men and women who have dedicated themselves to public service. Our staff, which consists of 117 sworn police officers and 39 civilian positions, is devoted to protecting and serving the citizens of San Mateo professionally, while providing outstanding customer service.

*“The Police Department is dedicated to providing the highest level of police service...”*

## *The Position*

This is a non-sworn classification structured for incumbents hired for the purpose of becoming a sworn police officer. Police Officer Trainees are hired into this civilian position for the period prior and during the time they are assigned to a POST-certified Basic Law Enforcement Academy. Upon successful completion of training at the academy and upon the availability of a Police Officer position, Police Officer Trainees are sworn in and appointed to the classification of Police Officer. Police Officer Trainee benefits are limited to those of a civilian employee.

## *The Duties*

Depending upon assignment, duties may include, but are not limited to, the following:

- Attend a POST-certified Basic Law Enforcement Academy designed to provide an overview of the criminal justice system including knowledge of laws, police procedures, law enforcement techniques, first aid and physical fitness.
- Receive training to develop an awareness of Police Department functions, as well as the responsibilities of Police Officers and how those responsibilities relate to field operations.
- Perform related duties and responsibilities as assigned.

# The Qualifications

Any combination of experience and training that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain this would be:

## Experience:

- None Required

## Education:

- Equivalent to completion of an Associate's degree from an accredited college.

## License or Certificate:

- Possession of a valid California Driver's License.
- Possession of a POST (Peace Officer Standards & Training) written examination certificate with a preferred T-score of 52 or above and a passing score for the WSTB Physical Agility examination. **Or** possession of a National Testing Network Law Enforcement written examination certificate with a preferred score in the 90th percentile and a passing score for the WSTB physical agility examination.

## Necessary Special Qualifications:

- Free of any felony convictions.
- Age, not less than 21-years-old at time of appointment to the rank of police officer.
- Vision in each eye, correctable to at least 20/30.
- Must pass a background investigation.
- Must meet all Department medical, physical and psychological standards.
- Effective January 1, 2023, peace officers must be legally authorized to work in the United States under federal law. There are no specific citizenship requirements per Senate Bill 2. California Government Code Section 1031(h) limits employment authorization documents to those consistent with Section 274a2 of Title 8 of the Code of Federal Regulations. Specific documentation requirements can be found on the I-9, Employment Eligibility Verification form issued by the U.S Citizenship and Immigration Services. Government Code section 1031(g) permits departments to adopt additional and/or higher standards.

**Note:** There are also medical, physical, drug screen, psychological, personal interviews, finger printing, and background requirements, including a stress agility assessment for appointment as a police officer.

**ADA Requirements:** Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 50 pounds; exposure to cold, heat, extreme noise, outdoors, confining work space, electrical hazards, chemicals, dust, toxic waste, mechanical hazards, and explosive materials.

## Salary and Benefits

*The City of San Mateo offers and excellent compensation package*

**Salary:** **\$8.0372 per month**

**Retirement:** CalPERS retirement prior to being a sworn officer: 2% @ 55 with 3 year average final comp for "Classic" members and 2% @62 with 3 year average final comp for "New" members. When you become a sworn officer: 3% @ 55 with 3 year average final comp for "Classic" members and 2.7% @ 57 with 3 year average final comp for "New" members

**Insurance:** A choice of medical plans with individual coverage of 100% and City paid family coverage up to 90% of the Kaiser family plan or \$160 per month if waived. City paid premiums for Dental, Vision, and Life Insurance

### Uniform

**Allowance:** **\$38.46** biweekly. Initial uniform is provided by the City

**Vacation:** **88 - 200** hours annual vacation, depending on length of service

**Holidays:** **13** paid holidays per year

**Leaves:** **12** sick days per year earned with unlimited accumulation; extended sick leave and family sick leave

**Programs:** Credit Union, Employee Assistance, \$500.00 monthly, City Contribution to an RHPA account. 2.63% to a 401(a) account and Free Fitness classes through City of San Mateo Parks and Recreation programs

### On-Duty Wellness

**Program:** **Free annual physical fitness assessment and training. On duty work-out time**  
This classification is represented by the San Mateo City's Police Officers' Association



**ADA** - In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify the Personnel Department seven (7) days in advance of the deadline for the part of the process requiring accommodations.

**IRCA** - To comply with the Immigration Reform and Control Act, all new employees must provide Proof of authorization to work in the United States.

**NEW EMPLOYEES** are subject to fingerprinting, drug testing, psychological examination, medical and background reviews and are required to present an original social security card at the time of appointment.

**THE PROBATIONARY PERIOD** is 18 months for new appointments.

**REQUIRED** qualifications must be maintained throughout employment. Employees who are required to drive must be insurable.

**APPEALS** must be submitted in writing within three days of decision or event being appealed.

**THE POLICY** of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

This announcement is meant only as a general description guide and is subject to change. It does not constitute and expressed or implied contract.

*April 2023*

## *The Examination Process*

Based upon a review of the applications, **applicants meeting the minimum qualifications will be placed on the employment list.** The employment list is updated continuously as applicants become eligible. Current and future vacancies may be filled from this list. Your eligibility will remain in effect for at least one year.

## *The Selection Process*

Once placed on the Employment List, **and at the time a vacancy needs to be filled**, the San Mateo Police Department representative will contact candidates selected to move onto the next step in the hiring process.

Before a conditional employment offer is made, candidates must take a polygraph examination. If successful, a conditional employment offer is made and candidates are then required to successfully pass a psychological, medical examination including a stress agility assessment, a drug screen, personal interviews, background investigation, fingerprinting, and must be able to furnish proof of legal right to work in the United States. The process will end with the Police Chief's interview. The City's standards must be met before the final appointment is made. The Chief of Police or their designee will make the final appointment.

## *How to Apply*

**Go to:** [www.cityofsanmateo.org](http://www.cityofsanmateo.org) Click on: "I want to...", "Apply for...", then "A job with the City" and "**Police Officer Trainee**" links to complete an **on-line** employment application, or mail a complete employment application package to:

City of San Mateo  
**Human Resources Department**  
330 West 20th Avenue  
San Mateo, CA 94403

All applicants **must** submit an official City of San Mateo employment application. The on-line employment application is considered an official City of San Mateo employment application.

Unless otherwise specified, **ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED ON YOUR ONLINE APPLICATION.** Therefore, it is imperative that you provide an email address to which you have regular access, and it is recommended that you frequently check your email for notices from: [sanmateo@CalOpps.org](mailto:sanmateo@CalOpps.org)

### **\*\* SIGNING BONUS/REFERRAL AWARD \*\***

Police Officers hired from this recruitment will receive a signing bonus of **\$1,500.00** upon successful completion of probation. If an eligible merit City employee refers a candidate who is subsequently hired from this recruitment, he/she shall receive a **\$1,500.00** referral award in accordance with the City's Targeted Recruitment Program Policy. The candidate must note the referring employee's name on the City's official employment application at the time he/she submits it.

