

# POLICE OFFICER



## SALARY RANGE

**\$85,644 TO \$114,768 ANNUALLY**

**FULL BENEFITS PACKAGE**

**AND UP TO 16% INCENTIVE PAY**

## ABOUT THE DEPARTMENT

Apply to become a Police Officer with the Albany Police Department! We are a service-oriented Police agency who take pride in our proactive response to crime, disorder, and quality of life issues. We have a unique ability to have a positive impact on the lives of the people within our community and find that maintaining these relationships is rewarding.

The Chief of Police, appointed by the City Council, manages the department which is organized into two divisions: The Patrol Division and Support Services Division. The divisions are comprised of 26 sworn Police Officers assisted by support personnel, including dispatchers, clerk typists, Police Cadets, parking enforcement technicians, and police services technicians. Patrol Division officers are currently divided into four teams, each team working a 3/12 schedule. Special assignment opportunities may include Detective, Field Training Officer, Firearms/Survival Training Officer, Traffic Officer, Bicycle Team, Motor Officer, Tactical Response Team, and Hostage Negotiation Team. The Department has an active in-service training program that regularly meets or exceeds POST mandated continuing professional training standards.

## ABOUT THE CITY

Albany, California is a city of approximately 19,500 residents located in the greater San Francisco Bay Area. The City is dedicated to maintaining its small-town ambience, responding to the needs of a diverse community, and providing a safe, healthy, and sustainable environment. Surrounded by the San Francisco Bay to the west, the Berkeley Hills to the east, and the communities of Berkeley, El Cerrito, Kensington, and Richmond, Albany's 1.7 square miles offer a fascinating diversity.



## EXAMPLES OF DUTIES

Albany Police Officers are responsible for a variety of law enforcement activities during an assigned shift. Duties include patrol, investigation, traffic enforcement, crime prevention, report writing, and testimony in court. Police Officers may be assigned to work overtime and may work odd hours, rotating shifts, and work on holidays and/or weekends. Examples of Duties include, but are not limited to:

- ◆ Patrol an assigned area of the city by foot or car. Respond to calls for service from the public. Conduct preliminary investigations involving juveniles and adults, crimes against persons or property, and crimes involving vice, gaming, and narcotics violations. In the course of preliminary investigations, gather, preserve, and handle evidence according to department policies and procedures.
- ◆ Monitor unusual traffic conditions to assure public safety and efficient flow of traffic. Stop vehicles whose operators are in violation of the law. Issue citations and testify in court.
- ◆ Make arrests of persons violating the law. Conduct interviews with victims, suspects, witnesses, and complainants. Prepare a variety of reports including those related to arrests and unusual incidents.
- ◆ Answer inquiries from the general public regarding a variety of law enforcement and non-police matters. Check schools, public and commercial buildings, and shopping centers for physical security. Maintain contact with citizens regarding law enforcement problems and preserve a good relationship with the public.
- ◆ Receive, search, book, fingerprint, transport prisoners to the station, the County Jail, or other holding facilities as necessary, and perform related duties as assigned.

## MINIMUM QUALIFICATIONS

- ◆ 21 years of age or older
- ◆ High School Diploma or GED
- ◆ Possession of a valid California driver's license
- ◆ Possession of a California POST Basic Certificate. The Basic Certificate is awarded to current full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Basic Course requirement and the employing agency's probationary period.

## SALARY AND INCENTIVE PAY

The City of Albany offers a competitive salary and incentive program. Salary Range:

**\$7,137—\$9,564 Monthly**

Police Officers are also eligible for the following incentive and special assignment pay:

- ◆ POST Certificate
  - ◆ Intermediate POST Certificate = 2.5%
  - ◆ Advanced POST Certificate = 4.0%
- ◆ Education
  - ◆ AA/AS Degree = 2.5%
  - ◆ BA/BS Degree = 5.0%
  - ◆ MA/MS Degree = 7.0%
- ◆ Special Assignment Incentive Program:
  - ◆ 4% for Detective
  - ◆ 5% for Field Training Officer
- ◆ Bilingual Pay = 2.0%
- ◆ Night Shift Differential = 3.0%



## BENEFITS

### RETIREMENT

- ◆ CalPERS Classic Members (employees hired on or after January 1, 2013, and defined as "classic" PERS members) participate in a 3% @ 55 benefit formula
- ◆ New CalPERS Members as defined by PEPR (employees new to PERS or with greater than 6 months gap in service) participate in a 2.7% @ 57 benefit formula

### HEALTH INSURANCE

- 10 CalPERS Health Plans to choose from. Employer-paid family health insurance up to the Bay Area Kaiser premium rate
- Alternative benefit of elective paid leave with a quarterly cash out in-lieu of health insurance for employees choosing to opt out by providing proof of outside coverage

### RETIREE MEDICAL

- ◆ Employees contribute to their Retiree Health Savings plan (RHS) based on years of service. Refer to Memorandum of Understanding for more information

### DENTAL, LIFE AND DISABILITY INSURANCE

- ◆ Family dental insurance through Delta Dental—Employer Paid
- ◆ Orthodontia reimbursement plan
- ◆ Life Insurance of \$50,000—Employer Paid
- ◆ Long-term Disability Insurance—Employee Paid

### LEAVE BENEFITS

- ◆ **Vacation:** 11 to 22 days of vacation per year
- ◆ **Holiday Pay:** 13 holidays per year (10 hour days)
- ◆ **Sick Leave:** 12 days of sick leave per year

### OPTIONAL BENEFITS

- ◆ Section 457 deferred compensation program, administered through ICMA
- ◆ Section 125 flexible spending benefits plan for health care and dependent care expenses
- ◆ Commuter Benefits
- ◆ Vision Care with competitive rates

### EDUCATIONAL REIMBURSEMENT

- ◆ Employees are eligible for tuition reimbursement up to \$2,000 per fiscal year



## SELECTION PROCESS

### Deadline to Apply: January 31, 2019

Following an appraisal of all application materials, qualified applicants will be invited to participate in an Oral Board Examination. The tentative interview dates are as follows:

- ◆ Oral Board Interviews: February 12th
- ◆ Chief's interviews: Week of February 18th

Prospective employees will undergo a thorough background investigation including, but not limited to, a medical, psychological, polygraph, and drug/alcohol screening test.

*Applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination process.*



## HOW TO APPLY

Applicants must complete and submit an official City of Albany Employment Application and Supplemental Application online. Applicants unable to apply online may request an application by calling (510) 528-5715 or by visiting the Human Resources Office.

Learn More and Apply Online Today!

[www.calopps.org/city-of-albany](http://www.calopps.org/city-of-albany)

If you have any questions regarding this employment opportunity, please feel free to contact:

**Michelle McQuiston**

City of Albany, Human Resources Technician

1000 San Pablo Avenue

Albany, CA 94706

Email: [mimcquiston@albanyca.org](mailto:mimcquiston@albanyca.org)

(510) 528-5715

## ADA/EOE

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In accordance with the Americans with Disabilities Act, should special accommodations be necessary at any stage of the selection process, please contact the Human Resources Director at (510) 528-5714 a minimum of five days prior to an examination.



**ALBANY POLICE DEPARTMENT**

## MISSION

THE MISSION OF THE ALBANY POLICE DEPARTMENT IS TO PROVIDE THE HIGHEST QUALITY POLICE SERVICES THROUGH EFFICIENT AND PROFESSIONAL POLICING.

## VISION

WE WORK IN PARTNERSHIP WITH OUR COMMUNITY TO MAINTAIN A FOUNDATION OF TRUST AND COOPERATION TO ENHANCE SAFETY AND QUALITY OF LIFE.

## VALUES

<b>SERVICE</b>	We are committed to protecting our community and responding to the needs of its citizens.
<b>PROFESSIONALISM</b>	We value our integrity, honesty, and compassion, and we embrace accountability, continuous learning and personal improvement.
<b>PRIDE</b>	We are driven by a desire to strive for excellence, and focus on results.
<b>TEAMWORK</b>	We pledge cooperation, flexibility, open mindedness, and respect for one another.
<b>DEDICATION</b>	We are committed to our mission, our community, our profession and ourselves.