

City of Suisun City is an equal opportunity employer



POLICE OFFICER

\$46.34 – \$56.33 Hourly DOQ

\$8,032 – \$9,763 Monthly DOQ

**Plus: up to 12% POST Certificate Incentive Pay,
up to \$10,000 in Student Loan Forgiveness
& Excellent Benefits!**

SPECIAL PAY INCENTIVES:

- **POST CERTIFICATE PAY** – Additional 2% pay for Basic POST, 5% for Intermediate POST, and 5% for Advanced POST certificates.
- **SPECIAL ASSIGNMENT PAY** – 5% additional pay for special assignments.
- **LONGEVITY PAY** – 3% at 5 years and 6% at 10 years of service.

COMMUNITY: Located nearly halfway between San Francisco and Sacramento, Suisun City is a hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail stop at the Train Depot, right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or a place to work, particularly with its reverse commute for inner Bay Area residents. Residents of this mostly bedroom community take great pride in their full-service public safety services provided by the Police and Fire Departments.

THE DEPARTMENT: The Suisun City Police Department is a progressive and proactive law enforcement agency. As a result of its proximity to neighboring jurisdictions, the employees of the Suisun City Police Department remain extremely busy as they address the needs of the community.

THE POSITION: Under general supervision of a Police Sergeant or other supervisory/management staff, performs a variety of duties related to the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; and carries out special assignments in a particular phase of police work. The Police Officer is an entry/journey level class responsible for performance of the full scope of assigned law enforcement duties and responsibilities. New incumbents may have limited related experience but are expected to learn the full range of duties and responsibilities, perform duties with minimal direct supervision, and exercise sound judgment and discretion in making decisions.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Patrols assigned areas of the City to preserve law and order, discover and prevent commission of crimes, and enforce traffic and other laws and ordinances; maintains awareness of and remains alert for wanted suspects, known criminals, stolen vehicles, missing persons, traffic violators, and crimes in progress; makes arrests; issues warnings and citations.
- Responds to calls for the protection of life and property, the enforcement of laws and ordinances, general public service calls, and complaints including those involving automobile accidents, traffic hazards, misdemeanor and felony incidents, domestic disturbances, health code and local ordinance violations, property control, civil complaints, and related incidents; responds to and provides assistance at a variety of public service type calls that are non-criminal in nature.
- Conducts initial and follow-up investigations at scenes of incidents to which summoned or observed; determines what, if any, crime has been committed; collects, preserves, processes, photographs, and books evidence; locates and interviews victims and

witnesses; identifies and interrogates suspects.

- Prepares and serves search and arrest warrants; apprehends and arrests offenders for crimes committed under federal, state, and local laws and codes; controls and mitigates people under the influence of drugs or alcohol or other potentially hostile situations.
- Directs traffic at special events or emergency situations; provides traffic and crowd control at community and emergency events.

EDUCATION/TRAINING

- High School Diploma or equivalent
- Completion of a POST approved police academy

LICENSE OR CERTIFICATE

- Possession of a valid California driver's license
- Qualify for or possess a P.O.S.T. Basic Certificate upon completion of the probationary period.
- Additional certifications may be required for specialized assignments.

DESIRABLE QUALIFICATIONS

- An associate degree or college level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions outlined in the class specification are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

SPECIAL PAY INCENTIVES: *Details on special pay incentives can be found in the Suisun City Police Officers' Association Memorandum of Understanding (SCPOA MOU 21-23).*

BENEFITS:

- **Medical Insurance** - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- **Retirement** - Public Employees Retirement System (CalPERS) of 3% @ 50 for Classic Employees, or 2.7% @ 57 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- **Accelerated Merit Increases** - Police Officers hired at A-Step are eligible for accelerated merit increases of 5% each based on achieving successful progress at 1 year, 18 months (successful completion of standard probation), 2 years and 3 years.
- **Longevity Pay** - 3% after 5 continuous years of service; 3% after 10 continuous years of service (total of 6%).
- **Incentive Pay** - 2% POST Basic, 5% POST Intermediate, 5% POST Advanced.
- **Special Assignment Pay** - 5% for Corporal, Detective, Officer-in-Charge and Field Training Officer assignments.
- **Life Insurance** - Fully City-paid life insurance of \$200,000 for employee only.
- **Deferred Compensation Plan** - Voluntary employee contribution.
- **Tuition Reimbursement** - \$1800 per fiscal year in pursuit of an associate's or bachelor's degree; \$750 per fiscal year for other approved college coursework; \$10,000 loan forgiveness for bachelor's degree.
- **Paid Leave** - 96 hours of sick leave, and 80 hours paid vacation per year for the first five years of service, increasing over time; 4 hours of paid holiday leave accrued per pay period in lieu of time off for legal holidays plus 8 hours accrued for Juneteenth holiday.
- **Uniform Allowance** - \$1300 per year.
- **Physical Fitness Reimbursement** - Up to \$250 annually for gym membership.
- **Alternative Work Schedule** - The standard Police Department patrol work schedule is 3/12.

APPLICATION/SELECTION PROCEDURE: The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes will be reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process. Paper applications may be obtained from the City of Suisun City, 701 Civic Center Blvd., Suisun City, CA 94585, or at www.suisun.com, or 707-421-7300.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.