

City of Suisun City is an equal opportunity employer



## **POLICE OFFICER**

**\$5,253-\$7,110 month DOQ**

*Includes incentives plus excellent benefits, including City-paid medical to Kaiser rate.  
**Continuous Recruitment***

### **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](http://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.

### **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 incidents 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.

## **Qualifications**

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

Equivalent to the completion of the twelfth grade and enrollment in or graduation from a P.O.S.T. approved police academy. College level course work and specialized training in law enforcement, criminal justice, or a related field is highly desirable. An Associate's degree is highly desirable.

### **Experience:**

Some work experience as a California peace officer or other work experience that demonstrates a general aptitude for police work.

### **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.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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.*

**Environment:** Reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel from site to site; the employee is regularly exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; extensive public contact; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents required to work various shifts, including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.

## **BENEFITS:**

**The benefit package includes:** California Public Employees Retirement System (CalPERS) retirement of 3% @ 50 for Classic Employees (City pays 5% of employee contribution), or 2.7% @ 57 for new employees subject to the California Public Employees' Pension Reform Act of 2013. Individual selection of medical, vision and dental insurance options up to a set dollar amount; and City-paid employee life insurance. City-paid medical coverage up to current CalPERS Kaiser Permanente Family rate applicable to selection medical plans. Employees demonstrating coverage by another insurance plan may be eligible for an in-lieu cash payment up to \$575 per month. The City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. City-paid Employee Assistance Program. Education Reimbursement: up to \$750/year for job-related courses; \$1,800/year for courses in pursuit of degree. Safety Education Loan Forgiveness (SELF) Program: up to \$10,000 for program leading to bachelor's or advanced degree. \$1,300 annual uniform allowance. City does not participate in Social Security. In accordance with federal law, City withholds for Medicare.

**Leave Benefits include:** 80 hours paid vacation per year for first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years; 96 hours of sick leave per year; and 4 hours Holiday Leave credit per pay period (equivalent to 13 paid annual holidays).

This position is represented by the Suisun City Police Officers' Association; applicable dues must be paid.

**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.