

**CITY OF MORGAN HILL
POLICE OFFICER**

\$7,759.89 - \$9,903.80 Monthly*

\$93,118.68 - \$118,845.60 Annually*

*This position will receive a 0.5% increase effective July 2018.

THE COMMUNITY:

Located in the southern part of Silicon Valley, Morgan Hill's thoughtful planning has made it one of the most desirable communities in Santa Clara County. With a growing population of approximately 44,000, Morgan Hill provides the ideal balance between jobs, housing, recreation, and open space. The City has optimum housing options, abundant shopping, regionally recognized wineries, and an historic Downtown with award-winning restaurants, and charming boutiques.

Morgan Hill is a family oriented, vibrant, and progressive community where residents and visitors enjoy a wide range of outdoor and indoor activities. The City is known for its regional, world-class recreational facilities that attract over 1.3 million visitors annually. The community enjoys public art, many local street fairs, summer music festivals, and holiday parades. Downtown Morgan Hill has become a destination for popular events, including the Mushroom Mardi Gras, Fourth of July parade and fireworks, Taste of Morgan Hill, and the Friday Night Music Series. With an average temperature of 70 degrees, Morgan Hill offers abundant year-round recreational activities including cycling, golfing, swimming, and boating. Nestled next to Henry Coe State Park, Morgan Hill provides easy access to over 79,000 acres for camping, backpacking, fishing, hiking, mountain biking, and horseback riding.

Just 15 miles inland from the Pacific Coast, Morgan Hill is surrounded by the Santa Cruz Mountains to the west and the Diablo Range to the east. Morgan Hill is just minutes away from the big city amenities of San Jose, and a short one-hour drive to the redwood forests and beaches of Santa Cruz and the spectacular Monterey Peninsula. Caltrain runs weekdays through Morgan Hill and connects commuters both to San Jose's light rail systems and to BART throughout the Bay Area.

THE POSITION:

Under direct supervision of a Police Sergeant, the Police Officer provides all aspects of general law enforcement services to the community.

This is a sworn law enforcement classification under section 830.1 of the California Penal Code that meets and maintains all standards required by P.O.S.T. Principal duties include response to emergencies, general and directed patrol, investigation of crimes and other non-criminal incidents, traffic enforcement and control, assisting in crime prevention activities, and other law enforcement services and duties as required. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform in a community oriented, problem solving approach to policing.

Police officers who have completed their probationary period and develop superior skills in a variety of law enforcement functional areas may also be assigned to special duties in addition to their principle duties. Special Assignments include specific functions which require increased training,

responsibility, and accountability to maintain skills to produce specific services to the department and the community. There is also an increased expectation that officers may be subject to call out to perform these duties

APPLICATION and SELECTION PROCESS:

If you are interested in this exciting opportunity, please apply immediately as this announcement may close without notice. Please apply on-line at www.morganhill.ca.gov and submit an application, responses to the supplemental questions, cover letter, and resume to be considered for the position. The first screening of applications will be done on April 2, 2018.

Examples of Duties:

The following duties are performed personally, in cooperation with the Police Sergeant, and/or in coordination with other City teammates and community groups. Additional duties may be assigned.

1. Patrols a designated area in a radio vehicle to ensure the security of life and property.
2. Answers emergency calls regarding law enforcement matters, enforces City, County or State laws and ordinances or requests assistance as required.
3. Secures information from parties at an incident scene and follows through on investigations.
4. Makes arrests and collects and preserves evidence at a crime scene.
5. Maintains accurate records and writes accurate and timely incident or crime reports.
6. Works with other investigative and legal personnel and presents evidence in court.
7. Answers citizen inquiries and attempts to resolve problems or refer citizens to other agencies or individuals who can provide desired assistance.
8. Directs traffic at emergency or congested situations.
9. Serves warrants and subpoenas.
10. Assists with crime prevention, public education, and acts in collaboration with other community organizations.
11. Utilizes computer equipment to access information and complete reports.
12. Contacts and cooperates with other law enforcement agencies in matters relating to investigation of crime and the apprehension of criminals.
13. Provides information to and answers inquiries from the general public.
14. Examples of special assignment duties include but are not limited to:
 1. Designated to provide field training to recruit officers, structured training to department personnel.
 2. Designated to conduct complex investigations involving major crimes or traffic incidents which are beyond the scope of the principle duties of a police officer.
 3. Designated to provide special enforcement and customer services to intervene in special community problems such as crime in the schools, youth gangs, narcotics trafficking.

QUALIFICATIONS:

Education & Experience:

1. Graduation from high school or the equivalent AND completion of 60 semester college credits or (90 quarter college credits) with major course work in police science, police administration, public administration or another field related to the work.
2. One-year experience as a Police Officer or Reserve Officer may be substituted for 30 semester units of the required education.

Licenses & Certificates:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Police Officer- Lateral Requirements:

1. Currently employed as a Police Officer for a California law enforcement agency OR
2. Formerly employed as a Police Officer for a California law enforcement agency within the last 12 months; and
3. Successfully complete a P.O.S.T. approved field training program.

Police Officer - Academy Graduate Requirements:

1. Successful completion of a California P.O.S.T. approved police academy
2. Possession of a California P.O.S.T. Basic Academy Certificate

Knowledge of:

1. Basic law enforcement terminology and concepts.
2. Techniques for dealing with varied groups of people, particularly in circumstances where relations may be strained.
3. Standard record keeping and report writing procedures and techniques.

Skill in:

1. Observing and accurately recalling places, names, faces and incidents.
2. Understanding and following oral and written directions.
3. Interpreting and applying complex laws, procedures and policies.
4. Use of common office software including Microsoft Office and specialized law enforcement software.
5. Making rapid, sound independent judgment within legal and procedural guidelines.
6. Providing outstanding customer satisfaction (internally and externally).
7. Proficient use of firearms, two-way radios, and other specialized law enforcement weapons and equipment.
8. Maintaining accurate records and preparing clear, concise and competent reports.

Ability to:

1. Quickly learn the policies, procedures and performance standards pertaining to the work.
2. Think and act quickly in emergencies and evaluating situations and people accurately.
3. Quickly learn and retain complex laws, codes and case law pertaining to law enforcement duties.
4. Use discretion effectively to determine a proper course of action consistent with a community-oriented, problem solving approach to policing.
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Perform in a manner which reflects the City and Police Department mission, values and goals.

PHYSICAL DEMANDS:

Physical demands described here 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 functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. While performing the duties of this job, the employee is regularly required to run, jump, push, pull, drive safely at high speeds and in adverse conditions, physically apprehends and subdues suspects.
3. Employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 10% indoors and 90% outdoors (including time spent in a patrol car or other police vehicle.) Employee goes from being seated in a docile position in their police cars or office to a highly energized position, and then return to the docile position. The job can be very fast paced and may require quick changes in pace within a short period of time
2. While performing the duties of this job indoors, the work environment is generally in a temperature-controlled office.
3. Employee regularly works outdoors at all times of day and in all weather conditions and are routinely exposed to hazardous situations that may result in injury, death, or use of deadly force on others.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, gun fire, shouting, and yelling.

CORE VALUES COMMON TO ALL POSITIONS:

- Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all employees.
- Demonstrating by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.
- Developing respectful and cooperative relationships with co-workers, including a willingness to assist newer employees.
- Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.
- Working collaboratively within the organization and community to advance the values of teamwork, innovation, customer service, professional development, and meeting challenges.

ONGOING PRIORITIES:

- Enhancing Public Safety
- Protecting the Environment
- Maintaining Fiscal Responsibility
- Supporting Our Youth, Seniors, and Entire Community
- Fostering a Positive Organizational Culture
- Preserving and Cultivating Public Trust
- Preserving Our Cultural Heritage
- Enhancing Diversity and Inclusiveness

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Morgan Hill is an Equal Opportunity and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Family Rights Act (CFRA), and federal laws including

the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer