



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Public Safety Officer I - Lateral**

An Equal Opportunity Employer

SALARY

\$52.67 - \$60.98 Hourly \$109,563.79 - \$126,834.03 Annually

OPEN DATE: 07/01/20

CLOSE DATE: Continuous

THE POSITION

PUBLIC SAFETY OFFICER I - LATERAL

(Typical placement is made at the first step of the salary range. Upon successful completion of the Public Safety Officer I training requirements, incumbents will promote to Public Safety Officer II. The Public Safety Officer II salary range is \$113,764 - \$141,738 annually.)

Regular Full-Time Employment Opportunity

For a full range of benefits information, including retirement benefits, please click on the Benefits tab above.

A California DMV driver record printout, a copy of the California POST Basic certificate and a current WSTB are required for this position.

Applicants in California must submit a copy of their current (dated within the last 30 days) California DMV driver record printout, California POST Basic certificate, and current WSTB in order for their application to be considered complete.

Out-of-state applicants must submit a copy of their current (dated within the last 30 days) State DMV driver record printout and current WSTB with their application, and a copy of their California driver license and California POST Basic Course Waiver (in lieu of the POST Basic certificate) by time of appointment.

Under close supervision of a Public Safety Lieutenant or Captain, learns to perform a wide range of public safety work involving the protection of life and property including law enforcement, crime prevention, fire suppression, rescue, and emergency medical services; and performs related work as required.

To watch a video with information on careers with the Department of Public Safety, please click on the following link: [Careers in Public Safety](#)

DISTINGUISHING CHARACTERISTICS

Public Safety Officer I is a sworn training position. Public Safety Officer I is distinguished from the lower-level classification of Public Safety Officer-in-Training in that the Public Safety Officer-In-Training is a non-sworn classification where the main duty is to complete a police academy. Public Safety Officer I is further distinguished from the higher-level Public Safety Officer II in that the Public Safety Officer II is the fully qualified sworn level where incumbents are capable of performing the full range of police and fire duties. Assignment to this classification is temporary. If incumbents do not successfully complete field training and a fire academy, they will be terminated.

Upon successful completion of all phases of training, members of the Public Safety Officer I classification are promoted to the position of Public Safety Officer II. Although members of this classification are not necessarily required to use the full range of knowledge, skills, abilities, and other characteristics listed elsewhere in this document, they nevertheless must possess all of them in order to advance to the level of Public Safety Officer II. As with all public safety work, incumbents face an element of personal danger.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Successfully completes field training and fire academy to prepare for position of Public Safety Officer II.
- Patrols assigned area and preserves law and order through the prevention of crime and enforcement of laws.
- Responds to calls for service involving traffic accidents, robberies, disturbances, and other misdemeanors and felonies and takes appropriate action including making arrests.
- Investigates crimes against property and persons which include crime scene investigation, the collection and preservation of evidence, the identification and interrogation of suspects, and the pursuit and apprehension of suspects.
- Performs duties related to crime prevention and the correction of public hazards.
- Provides testimony in court related to assigned duties.
- Prepares and maintains investigative records.
- Actively enforces traffic laws through observation, use of radar, traffic checkpoints, and DUI suspicion stops; investigates traffic accidents; takes appropriate enforcement action.
- Plans, executes and participates in raids.
- Learns to perform the full range of public safety administrative duties, including, but not limited to, providing administrative and support services, field and on-the-job training, staff development, planning and research, problem resolution, internal investigation, disaster coordination, community education and crime prevention services, and other special duties as they occur or as assigned.
- Performs public education activities such as making presentations and providing demonstrations; participates in community events.
- Provides on-the-job training and evaluations for Public Safety Officers I and veteran Public Safety Officers II in new assignments.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision. Acute hearing is required to perform the duties of the Public Safety Officer. The need to lift, drag and push equipment and bodies weighing up to 165 pounds, the ability to run continuously for 500 yards and climb 6 foot high fences is also required. When in the field, positions are required to walk and stand during

emergency situations, including on uneven and slippery surfaces; wear police officer and firefighter clothing and carry equipment; climb ladders and work from elevated positions and enter confined spaces wearing appropriate breathing apparatus. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Associate's degree or 60 semester units or 90 quarter units from an accredited college or university; AND

Two years of experience in police work; AND

Successful completion of a post approved police academy.

OR

Associate's degree or 60 semester units or 90 quarter units from an accredited college or university; AND

Successful completion of a POST approved police academy as a City of Sunnyvale Public Safety Officer in Training, Public Safety Officer in Training Academy Attendee or employment as a Public Safety Officer In Training Academy Graduate.

Knowledge of:

- Laws, codes, ordinances, regulations, policies and procedures necessary to perform the essential functions of this classification.
- Basic principles of electricity.
- Principles of physics, chemistry of fire, and mechanics.
- Weights, measures and capacities.
- Principles of business letter writing and crime report preparation, including English usage, spelling, punctuation, and grammar.
- Mathematical calculations as they relate to the essential functions of this position.
- Presentation techniques.
- Crime scene investigation techniques including sketching such things as crime scenes and accidents.
- Principles and practices of good customer service.
- Principles and practices of effective interpersonal communication.
- Principles and practices of risk assessment for public safety agencies.
- Office methods, procedures, software and equipment.

Ability to:

- Apply principles and practices of law enforcement.
- Successfully complete field training and a fire academy.
- Use firearms and other modern police equipment and communications and information systems related to law enforcement.
- Interpret and apply department policies and procedures and related State and Federal laws.
- Learn to perform firefighting, emergency response and rescue and medical aid duties in response to calls for service.
- Learn to drive and operate fire vehicles and equipment.

- Visually identify and accurately distinguish colors and between various visual inputs at long and short ranges and in dark and smoky environments.
- Hear and comprehend auditory inputs in radio transmissions, long range conversations, commands, and cries for assistance when obscured by background noises.
- Detect and distinguish the smell of different materials/chemicals, smoke/fires, and toxic gases.
- Speak in an understandable voice during in-person and radio conversations, to project voice, and to be heard over background noises.
- Observe, assimilate, remember and recall pertinent facts and details.
- Read maps and mapped information.
- Apply selected learned knowledge in collecting, organizing and analyzing a variety of information.
- Speak with a wide variety of people, using tact, self-restraint, judgment, and strategy.
- Make quick and reasonable decisions under stressful emergency situations.
- Exercise tact, self-restraint and good judgment, and exhibit good moral character.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies, and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Exercise tact and diplomacy in dealing with sensitive, complex and political situations.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Willingness to:

- Comply with department appearance standards and wear a uniform furnished by the department.
- Adhere to ethics of law enforcement as stated in the "Law Enforcement Code of Ethics".
- Enforce all laws, policies and procedures regardless of personal ethics or feelings
- Carry and use approved weapons, including (but not limited to) firearms and batons, if justified by laws, policies, and procedures.
- Take the life of another, if justified by laws, policies, and procedures;
- Work in, around, or with severely decomposed, burnt, or dismembered bodies.
- Train citizens as well as other employees.
- Work irregular hours, irregular days, overtime, weekends, holidays, variable shifts, evenings, on-call and 24-hour shift.
- Obtain and maintain Standard First Aid Certificate and CPR (Cardio-Pulmonary Resuscitation) Certificate.
- Work at any location on short notice.
- Attend meetings or classes during regularly scheduled work hours as well as un-scheduled work hours.

Licenses/Certificates:

- Possession and continued maintenance of a valid class C California driver's license and a safe driving record.
- Possession of a current California POST (Police Officers Standards and Training Commission) Basic Certificate.
- Physical health, strength and agility necessary to meet the physical demands of police and fire work, as determined by a physical ability test (CPAT) and a medical exam (based on current California POST Commission guidelines).

DESIRABLE QUALIFICATIONS

A Bachelor's degree from an accredited college or university in criminal justice or related field.

SPECIAL REQUIREMENTS:

- Minimum vision of 20/200 correctable to 20/20; ability to wear soft contact lens if vision is less than 20/50.
- Must be 21 years of age at time of appointment. Must comply with citizenship requirements in effect at time of hire.

Outside candidates who have been eliminated from a hiring process, either as a result of a background investigation or as the result of any psychological interview, are ineligible to re-apply until an 18 month period has elapsed since the final filing date of the last recruitment for which they have applied.

APPLICATION AND SELECTION PROCESS

APPLICATION PROCESS

If you are interested in this outstanding opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions, as well as a copy of your current (dated within 30 days) California driver record printout, California POST Basic certificate as listed below, and a current WSTB (dated within one year of application) to the Department of Human Resources (faxes are not accepted). **Applications will be accepted on a continuous basis. This recruitment may close at any time without notice.**

Candidates are asked to fully describe any training, education, experience or skills relevant to this position. Electronic applications may be submitted on-line through the City's website at sunnyvale.ca.gov, click City Jobs or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086.

For information on the WSTB, click here: [WSTB FAQ](#)

Out-of-state applicants: Out-of-state applicants must submit a copy of their current (dated within 30 days) State DMV driver record printout with their application in order for it to be considered complete. A California driver license and POST Basic Course Waiver in lieu of a POST Basic certificate will be required by the time of employment.

Please send all materials to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086 (faxes are not accepted).

Obtaining a POST waiver is a multiple step process. You must have your training and experience requirements evaluated by California Commission on Peace Officer Standards & Training (POST) and be considered eligible to participate in the Basic Course Waiver Examination (BCWE).

Basic Course Waiver (BCW) is a multiple step process for evaluating prior law enforcement training and testing knowledge and skill levels.

- To view detailed information about the BCW process, click here: [Basic Course Waiver Process](#).
- To access BCW process instructions, click here: [Basic Course Waiver Process Instructions](#).
- To access BCW Application, click here and scroll down to application: [Basic Course Waiver Process Application](#).

If POST determines that you meet the training and experience requirements of the BCW process, POST will send an eligibility letter with instructions for requesting the Basic Course Waiver Examination (BCWE). The BCWE must be taken within 180 days (six months) of the eligibility letter date.

You must have your POST waiver submitted to the Department of Human Resources no later than time of appointment. Once you receive the eligibility letter from POST, submit a copy to the Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086 (faxes are not accepted).

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, successful candidates will be invited to an oral exam interview. Those that pass the oral exam interviews will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies.

SELECTION PROCESS

Top candidates on the eligibility list will be referred to the Department of Public Safety for the selection process, which will include oral interview(s), a comprehensive background history check, a polygraph test, and a post-offer psychological and medical exam administered by a City-selected physician before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate, selected by the hiring department to move forward in the process will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts) at the time of the exam.

ADDITIONAL INFORMATION

If you have any questions regarding the duties of this position or would like to schedule an informational interview, please contact Lieutenant Anthony Tani at (408) 730-7164 at the Department of Public Safety Recruitment Unit.

If you have questions, comments or concerns about the recruitment, hiring or selection process, please contact the Human Resources Department at (408) 730-7490.

Full-time positions in this job classification are represented by the Public Safety Officers Association (PSOA) and are subject to agency shop provisions.

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 Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #20-00086
PUBLIC SAFETY OFFICER I - LATERAL
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Public Safety Officer I - Lateral Supplemental Questionnaire

* 1. **Instructions for completing the supplemental questionnaire:**

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question (s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

* 2. Are you at least 21 years of age or older?

Yes No

- * 3. Are you a U.S. Citizen or have you applied for U.S. Citizenship? (Note: your application for U.S. Citizenship must have been submitted two years prior to this job application to be considered)
 Yes No

- * 4. Do you have an Associate's degree or 60 semester units or 90 quarter units from an accredited college or university?
 Yes No

- * 5. Do you have at least two years of experience doing police work for a law enforcement agency? If so, describe your paid experience as a peace officer below. Include the dates of employment, the agency you worked for, and the duties you were responsible for. If you do not have at least two years of experience, enter "N/A" in the box below.

- * 6. Have you enclosed a copy of your current WSTB with your City of Sunnyvale employment application?
 Yes No

- * 7. Do you have a current California POST Basic Certificate?
 Yes No

- * 8. If you answered "no" to the previous question, will you be able to obtain and submit a copy of your California POST Basic Course Waiver by the time of appointment?
 Yes
 No
 I will submit a copy of my California POST Basic Certificate

- * 9. Have you enclosed a current (dated within the last 30 days) original DMV printout with your City of Sunnyvale employment application?
 Yes No

- * 10. Have you ever been eliminated from the City of Sunnyvale Public Safety Department recruitment process as a result of a background investigation or as the result of any psychological interview within the last 18 months?
 Yes No

- * 11. If you answered "yes" to the previous question, describe the details below. Include the date you applied for the position, the position you applied for and the circumstances which disqualified you from the process. If this does not apply, enter "N/A" in the box below.

- * 12. Have you ever been convicted of a misdemeanor?
 Yes
 No

- * 13. If you answered "yes" to the previous question, you must explain the circumstances. Include in your response, the offense(s), date(s), and place(s) of conviction(s), date(s) of probation and/or parole. This information will be reviewed independently on the basis of job-relatedness. Please enter "N/A" if this question does not apply.
- * 14. Have you ever been court-martialed?
 Yes No
- * 15. If you answered "yes" to the previous question, you must explain the circumstances. Include in your response, the offense(s), date(s), and conviction status. Please enter "N/A" if this question does not apply.
- * 16. Have you ever engaged in any of the following activities listed below for drugs, narcotics or illegal substances, including marijuana? Please select all applicable options.
 Used
 Sold
 Manufactured
 Furnished
 Cultivated
 N/A
17. If you answered "yes" to any part of the previous question, you must explain the circumstances, including the specific drug(s), narcotic(s) or illegal substance(s), as well as the date(s) that you last engaged in the specific activity(ies). This information will be reviewed independently on the basis of job-relatedness. Please enter "N/A" if this question does not apply.
18. This space is for any additional comments and/or clarifying additional information related to the information provided in this supplemental questionnaire. Please indicate N/A if you do not have any other comments.
- * 19. The information that I have provided on this supplemental questionnaire is true and complete. I understand that any discrepancies, misstatements, omissions, and/or falsifications will be cause for disqualification in the City of Sunnyvale Public Safety Officer I (Lateral) process, for my name to be removed from the eligibility list, or termination if I have been appointed as a Public Safety Officer I. By checking this box, I certify that I have read and agree to the above statement.
 Yes
- * Required Question