

## Compensation and Benefits

<b>Salary Range:</b>	<b>\$5,084-\$6,520 per month.</b>
<b>Retirement Plan:</b>	Membership in the California Public Employees Retirement System. The City is currently processing a second-tier retirement plan for safety members. The plan will be 2%@50. Employees will pay the 9% employee contribution on a pre-tax basis.
<b>Life Insurance:</b>	\$100,000 group term life.
<b>Vacation:</b>	10 days per year, increasing with service.
<b>Sick Leave:</b>	Employees accrue 12 sick days per year.
<b>Holidays:</b>	Pay for 12 holidays paid semi-annually.
<b>Bilingual Pay:</b>	Employees fluent in Spanish may qualify for \$200 monthly bilingual incentive pay.
<b>Uniform Allowance:</b>	\$825 per fiscal year.
<b>Ed. Incentive Pay:</b>	\$100 per month for AA or Intermediate Post; \$250 per month for BA or Advanced Post
<b>LTD Insurance:</b>	Paid by City.
<b>Health/Medical:</b>	Dental and vision care insurance premiums for employee and dependents paid by City. Employees may choose from Kaiser or Blue Cross for medical coverage. Beginning 6/30/13 employees will pay 5% of the total cost of the medical premium on a pre-tax basis. Effective 1/1/14 employees will pay an additional 5% of medical premium.
<b>Longevity/Merit:</b>	2% to 8% additional compensation is granted for 5 - 25 years of service.
<b>EAP:</b>	Employee Assistance Program for employee and dependents.
<b>Additional Benefits:</b>	Credit unions and deferred compensation plan.

## The City

The City of Healdsburg is a full-service City with eight departments and operates under a Council/Manager form of government. The City Council is composed of five members including the Mayor, which acts as the local legislature. The City Manager is the administrative head of the City and is responsible for the general operation of the City departments in accordance with the policies of the Council. Healdsburg is located 12 miles north of Santa Rosa and 68 miles north of San Francisco on Highway 101. With a population of approximately 11,700 residents, the City's small town charm is reflected in quiet, friendly neighborhoods and traditional Spanish-style plaza. The City of Healdsburg enjoys a moderate climate. Summer temperatures range from 70 to 90 degrees with cool evenings. Winters are mild, with the average rainfall being 40 inches per year and with no snowfall. Because of its location on the Russian River and the surrounding wine valley regions, it offers a wide variety of recreation, scenic and historic attractions and provides excellent opportunity for fishing, hiking, canoeing, swimming and water skiing.

## Employment Information

The City of Healdsburg will require, as a condition of employment, documentation of the legal right to work in the United States. In accordance with federal requirements, all applicants selected for appointment for positions performing safety sensitive functions are subject to drug and alcohol tests in the following situations: a) pre-employment; b) unannounced random; c) post accident; d) reasonable cause; e) return to duty; and f) follow-up. **ACCOMMODATION:** Candidates who require special accommodations due to a legal disability, should supply the Personnel Department with documentation and a written request five (5) days prior to the date of examination on the need for accommodation. **SPECIAL NOTE:** The information contained in this announcement does not constitute either an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.



Announcement Date: August 8, 2012

**The City of Healdsburg is an equal opportunity employer and complies with the provisions of the American with Disability Act (ADA). Women and minorities are encouraged to apply.**

*City of Healdsburg  
401 Grove Street  
Healdsburg, CA 95448-4723*

Phone: 707-431-3322  
Fax: 707-431-3321  
[www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us)



City of Healdsburg  
401 Grove Street  
Healdsburg, CA 95448-4723

is recruiting for:

# Police Officer



Healdsburg Police Department  
235 Center Street  
Healdsburg, CA 95448-4723

**Filing Deadline:**  
**Open until filled.**  
*(First review of applications 10/1/12)*

# The Position

The traditional essential function of a peace officer is to protect lives and property, enforce the laws, and maintain order. For a City of Healdsburg Patrol Officer, Community-Based policing activities are integrated into these traditional activities. The officer is typically the first line of contact that the public has with the city, therefore, the officer must perform their duties within the context of the City's Mission, Vision, and Values Statement and should hold a strong progressive customer service orientation. The work involves frequent contact with the public and requires the ability to deal with persons in tense situations where relations may be strained. A large part of the officer's role is to facilitate the resolution of problems by bringing together appropriate resources, especially other members of the community, to solve reoccurring problems. Healdsburg Police Officers are considered generalists and their duties encompass all aspects of law enforcement from initial response to investigation and case closure. Shift schedules may be changed periodically and job assignments may be rotated among patrol, traffic control, criminal and juvenile investigation, dispatching, officer-in-charge, and school resource officer. Collateral assignments may be assigned such as range master, explorer post coordinator, in-service instructor, field training officer, etc. The duties require initiative, resourcefulness, and the ability to analyze situations, and in emergencies, to adopt a quick, effective, and responsible course of action. Officers assigned to patrol currently work a four-ten work plan.

## Responsibilities include the following:

- Patrols an assigned area by car, bicycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; and apprehends and arrests law violators.
- Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.

- Takes charge of juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles; handles missing persons cases and works with community organizations and governmental agencies in delinquencies and delinquency control programs.
- Directs traffic, including regulation of vehicle flow at times of emergency or congestion; stops drivers who are operating vehicles in violation of laws; and issues citations.
- Appears in court to present evidence and testimony in connection with criminal prosecution.
- Searches, guards, transport, and assist in the booking and custodial care of prisoners. Serves writs, warrants, subpoenas, and other legal documents.
- May be assigned to assist in conducting special studies of crime prevention, traffic control, or other Police Department problems.

## Minimum Requirements

Currently employed police officers; graduation from an accredited California POST Police Academy; or within 60 days of graduation; or out of state applicants that are eligible for POST certification. Police Officer applicants may be required to successfully complete the City's agility test, which is based on the POST "Patrol Officers Physical Performance Manual".

## Minimum Qualifications

- Education:** Graduation from high school or possession of General Education Development Certificate (GED).
- Weight:** Proportional to height.
- Age:** Minimum - 21 years of age at time of appointment
- Hearing:** Normal.
- Visual Acuity:** Uncorrected 20/80 in either eye must be corrected to 20/30 in both eyes; normal color vision.
- License:** Possession of a valid California motor vehicle operator's license.

## Desirable Qualifications

- Bilingual:** Fluent in English and Spanish languages (may qualify for additional \$200 monthly bilingual incentive pay)
- College:** Possession of an AA/AS degree or higher.
- Certification:** Current certification in CPR and first aid.
- Typing Skills:** Computer knowledge/familiarization (25 WPM).

## Medical/Psychological/Polygraph/Background

Prior to employment, candidates will be required to successfully complete the following: Chief's interview and evaluation; pass a thorough background investigation, psychological and polygraph testing and pass a full, complete physical examination prior to actual hire.

## Application Process

To be considered for this employment opportunity, a City employment application is required. Applications are available at the Personnel Office at 401 Grove Street, Healdsburg, CA 95448, (707) 431-3322, or online at [www.ci.healdsburg.ca.us](http://www.ci.healdsburg.ca.us). Although a resume may be submitted, it will not be accepted as a substitute for any of the required application documents. Completed applications should be submitted to the Personnel Office, 401 Grove Street, Healdsburg, CA 95448. **Open until filled. First review of applications 10/1/12.**

## Selection Process

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. Those applicants determined to be best qualified for the position will be invited to continue in the recruitment process. The recruitment process will consist of a written examination, BPAD and oral interview. Candidates participating in an oral interview will be evaluated on experience, training and personal qualifications for the position.

This examination process will result in the creation of an eligibility list which will remain in effect for six months and may be used to fill future vacancies. The City of Healdsburg reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

*All examinations are at the City's expense and given by a City-designated physician. Individuals who are currently working should not resign until they have been officially notified of appointment. If, during the testing process, something derogatory is discovered about an applicant currently employed with another law enforcement agency, that information may be shared with that current employer.*