



CITY OF MENIFEE
invites applications for the position of:

Police Officer (Lateral)

SALARY: \$36.40 - \$46.70 Hourly
\$2,911.60 - \$3,736.32 Biweekly
\$6,308.47 - \$8,095.36 Monthly
\$75,701.60 - \$97,144.32 Annually

DEPARTMENT: Police

OPENING DATE: 08/01/19

CLOSING DATE: Continuous

DEFINITION:

We're the Menifee Police Department and we're building something **new**.
We know great people like you can help us build it **better**.
Our mission is a solid foundation of community policing at its **best**.

If you want to be part of a brand new department that's focused on community policing in a young, vibrant, family-oriented city, **we invite you to apply**. If you'd like to be part of building an extraordinary new agency from the ground up, **we invite you to apply**. If you're hardworking, accountable, love what you do, and are yearning for new opportunities in your law enforcement career, **we invite you to apply**.

ANTICIPATED START DATE: MAY 2020

First Review of Applications: September 1, 2019

DEFINITION

Under general supervision, performs law enforcement and crime prevention tasks and duties related to the protection of public health, safety, and welfare; patrols an assigned area to ensure the enforcement of all applicable federal, state, and local laws; performs investigative work; and performs additional related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and supervision from higher level sworn personnel. Does not exercise supervision over staff.

CLASS CHARACTERISTICS

The Police Officer is the journey level class in the Police Officer series in which incumbents are expected to independently perform the full scope of assigned law enforcement duties and responsibilities under general supervision. Incumbents may receive special assignments to detectives, motors, and special taskforces. This classification is distinguished from the next higher classification of Police Corporal in that the latter is responsible for the performance of the more complex and difficult tasks and for providing field supervision of assigned personnel and activities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

(Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Enforce State, County, and City ordinances and laws. Patrol, either in a vehicle, bike, motorcycle, or on foot, an assigned area to prevent crime and maintain law and order; may

conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, holdups, suicides, death, and other criminal incidents.

- Serve warrants and subpoenas, make arrests for all criminal violations of law; interview victims, complainants, and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- Investigates suspicious vehicles or persons; observes for stolen cars; performs crowd control, parade or riot work.
- Makes traffic stops and issues warnings, citations, or makes arrests; checks vehicles and observes vehicle occupants; investigates scenes of vehicle accidents by interviewing drivers and witnesses, directs traffic and arranges for clearing of roadway.
- Administers first aid and responds to calls for medical assistance.
- Prepares and submits written reports and field notes on all cases investigated; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicle, firearms, and other equipment.
- Establishes and maintains good relationships with the general public and works with the community to identify problems and solutions that may or may not be enforcement related.
- May participate in or be assigned to special programs such as: crime prevention, investigations, Narcotics Task Force, dog handler, and traffic investigator; also, may be required to make presentations before a variety of public groups, and work as a member of the school resource programs (i.e. DARE team; school resource officer) as a rotating assignment.
- Perform other related duties and responsibilities as assigned.

QUALIFICATIONS:

KNOWLEDGE OF

- Operations, services and standard operating procedures of a modern Police Department.
- The principles, methods, materials, equipment, and techniques of peace officers as well as staying abreast of recent developments, current literature, and sources of information on peace officers.
- Vehicle and Penal codes, as well as State and local traffic laws.
- Laws governing search and seizure, admissibility and presentation of evidence, laws of arrest, crime scene procedures and court procedures.
- Verbal/Physical control tactics.
- Use and care of firearms and other police equipment.
- Customer service principles and techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Basic First Aid and Pulmonary Resuscitation Techniques (CPR).
- English usage, grammar, spelling, and punctuation.

ABILITY TO

- Learn, understand and interpret laws.
- Prepare accurate and grammatically correct written reports.
- Respond to requests and inquiries from the general public.
- Think and act quickly in emergencies, and judge situations and people accurately.
- Observe and remember names, faces, numbers, incidents, and places.
- Cope with stressful situations firmly, courteously, tactfully, and with respect for the rights of others.
- Possess good judgment, character, reputation, poise, bearing, alertness, emotional stability, and sincerity to effect good working and public relations.
- Demonstrate proficiency in the use and care of firearms.
- Make clear and concise radio transmissions.
- Work independently and as part of a team.
- Operate a variety of motor vehicles as well as office equipment, including but not limited to computers and supporting word processing software applications.
- Communicate clearly and concisely; as well as follow, both oral and written instructions.
- Meet standards of physical stature, endurance, and agility established by the City.
- Demonstrate an awareness and appreciation of the diversity of the community.
- Establish and Maintain effective working relationships with other employees, staff, vendors and the public.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from High School or equivalent and successful completion of a Peace Officer Standards and Training (POST) certified Police Academy. One year of current, full-time experience as a police officer with a public agency.

LICENSES AND CERTIFICATIONS

- Possession of a valid California POST Basic Certificate or a valid California POST Basic Course Waiver at time of application.
- Possession of, or ability to obtain, a valid California Class C Driver's License and a satisfactory driving record.

ADDITIONAL REQUIREMENTS

- Must currently be employed as a sworn Peace Officer, in good standing.
- Must be at least 21 years of age.
- Must successfully complete a comprehensive POST background investigation, physical examination and psychological evaluation.
- Must possess U.S. Citizenship at time of appointment.

ADDITIONAL INFORMATION:**PHYSICAL DEMANDS**

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires the individual to climb or scale walls, ladders, or steps, and carry police safety gear. Sensory demands include talking, hearing, and using the sense of smell. Finger dexterity is required in order to feel or operate objects, tools, or controls; and reach with hands and arms above and below shoulder level. This position must also be able to pull and carry persons in emergency situations, administer first aid, and fight in self-defense. The need to lift, drag, push, pull, and carry up to 100 pounds or more is required.

Mental demands of the position require employees to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; remain calm and use effective judgement in dangerous situations; and interact with citizens, business representatives, city staff, other organizations, police safety personnel, school representatives, and the public.

ENVIRONMENTAL ELEMENTS

The employee frequently works in outside weather conditions, and in a patrol unit and may operate specialized equipment when assigned to patrol. The work involves exposure to extreme weather conditions, loud noises such as, but not limited to, sirens, alarms, and diesel engines; as well as, traffic, violent persons, and assault hazards. This position requires the use of safety helmets, armored vests, earplugs, utility belts, and other specialized equipment, as well as certification in protective and lifesaving equipment. Employees in this classification are subject to the threat of injury and life threatening hazards as part of police safety operations.

APPLICATION PROCEDURE AND SELECTION PROCESS

A City application, supplemental questionnaire, and required attachments **must** be submitted and received by the closing date/time. Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. Successful applicants will be placed on an eligibility list.

The City of Menifee is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofmenifee.us>

Position #2019-30
POLICE OFFICER (LATERAL)
BM

29844 Haun Road
Menifee, CA 92586
(951) 723-3779

dalvarado@cityofmenifee.us

Police Officer (Lateral) Supplemental Questionnaire

- * 1. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any misstatements or falsification of information may eliminate you from consideration. The following Supplemental Questions are specific to the position for which you have applied to assist the hiring manager in screening applications for specific experience being sought.
- Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process.
 - Do not answer "see resume" or "see application" as these are not valid answers.
 - Please note that if you are invited to be interviewed by the department, your responses to the following questions may be subject to verification.
 - Please note that as part of the screening process your responses will be reviewed in conjunction with your general online application.
 - The employment history and education detailed in your general application must validate/support your responses to the supplemental questions. If your responses cannot be validated, you will not proceed to the next steps of the review/selection process.
- I understand and will answer the following supplemental questions completely and thoroughly.
- * 2. Please indicate the highest level of education that you have completed.
- High School Diploma or Equivalent
 - Some college (less than 59 semester/89 quarter units)
 - Associate's Degree or Equivalent (at least 60 semester/90 quarter units)
 - Bachelor's Degree
 - Master's Degree
 - Juris Doctorate Degree
 - Doctorate Degree
 - I do not have a high school diploma or equivalent.
3. If you selected Associate's Degree or Higher in the previous question, please enter what field your major is in.
- * 4. How many years of increasingly responsible law enforcement experience do you have?
- Less than one year.
 - More than one, but less than two years.
 - More than two, but less than three years.
 - More than three, but less than four years.
 - More than four, but less than five years.
 - More than five, but less than six years.
 - More than six, but less than seven years.
 - More than seven years.
- * 5. Please select which California POST Professional Peace Officer Certificates you possess. A copy of your highest certificate **MUST** be attached to your application.
- Basic
 - Basic Course Waiver
 - Intermediate
 - Intermediate Out-of-State Equivalent

- Advanced
- Advanced Out-of-State Equivalent
- Supervisory
- Supervisory Out-of-State Equivalent
- Management
- Management Out-of-State Equivalent
- I do not have any of the abovementioned certificates.

6. If you selected an "Out-of-State Equivalent" in the previous question, please list which state your certificate is from.

* 7. Are you currently employed as a sworn Peace Officer in good standing?

- Yes
- No

* 8. Will you be at least 21 years of age by May 1, 2020?

- Yes
- No

* 9. Applicants must be a U.S. citizen or Permanent Resident Alien who is eligible to apply for U.S. citizenship. (Note: Per GC§1031(a) and 1031.5, to be a peace officer in California, you must be a citizen of the United States or a permanent resident alien who is eligible to apply for citizenship).

Do you meet this requirement?

- Yes
- No

* Required Question