



# **POLICE OFFICER - Employment Opportunity**

## **LATERAL applicants**

**\$75,456 - \$91,656 Annually + Benefits\***

\*Hiring bonus up to \$5,000 available

Filing Deadline: Open Until Filled\*\*

**\*\*This position may be closed at any time without notice**

### **The City of Monterey Police Department**

Located in an idyllic setting on the Pacific coast, the City of Monterey's historic character, natural beauty, and unique attractions have enabled it to become a quality residential community as well as one of the nation's premier tourist destinations. Committed to integrity, professionalism and loyalty, the Monterey Police Department strives to be the leading law enforcement agency on the Peninsula and throughout the State. The Department's highest priority is to ensure that the community remains a safe haven, allowing residents and visitors alike to enjoy a high quality of life.

### **Currently Recruiting**

**Laterals** - Currently employed or formerly employed as a law enforcement officer in a California law enforcement agency and possess a California P.O.S.T. Basic Certificate. (Out-of-state applicants with similar experience and similar certification will need successful completion of a basic California P.O.S.T. academy or proof of successful completion of the Basic Course Waiver process).

- ❖ **All applicants are required to provide proof of successful completion of a Physical Agility Entrance Exam from an accredited academy or agency within the last year.**
- ❖ **Applicants may complete these exams at the South Bay Regional Public Safety Training Consortium (SBRTC) or any another State of California Peace Officer Standards and Training (POST) recognized police academy or agency.**

### **Application Process**

A completed City of Monterey application **AND** supplemental questionnaire indicating Lateral is required. Applications may be deemed incomplete if all required information is not provided.

## Application materials can be obtained from / submitted to:

City of Monterey Human Resources Department  
735 Pacific Street, Suite B  
Monterey, CA 93940  
(831) 646-3765  
[www.monterey.org/mpd](http://www.monterey.org/mpd)

**This is a continuous recruitment yet may be closed any time without notice.** This brochure is intended to give you a sense of this City job. It is not intended to be an exhaustive review of the duties or desired qualifications of the position. **Faxes and e-mail will not be accepted.** If you would like to submit your application in person, you may do so at the Human Resources Department (applications will not be accepted at the Police Department). Human Resources office hours are between 8:00 a.m. and 5:30 p.m. Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday.

**The testing process will include evaluation and initial screening of the standard City application, supplemental questionnaire, and physical agility certificate to determine which candidates will progress to the next phase of the recruitment process.** This may include a panel interview and interview with the Chief of Police. Eligible candidates are required to pass a comprehensive background investigation, to include polygraph testing, psychological, medical evaluations, and drug screening.

### Current Testing Process

- ◆ **Submit Application:** A City of Monterey application is required and must be accompanied by a supplemental questionnaire indicating your status as a Lateral candidate as well as proof of a passing score for a physical agility entrance exam from an accredited academy or agency.
- ◆ **Oral Board Examination:** Candidates may be scheduled to have an oral board interview after review of the application, supplemental questionnaire and proof of completion of a physical agility test.
- ◆ **Chief's Interview:** Each candidate who successfully passes the Oral Board Examination can expect to have a Chief's interview.
- ◆ **Background Investigation:** Upon passing the Chief's interview, candidates will enter the background investigation phase of the process.

### Examples of Duties

Patrols an assigned area in radio car, motorcycle, or on foot for the prevention of crime and the enforcement of laws and regulations; responds to radio messages or telephone instructions and appears at scene of disorder or crime as assigned; conducts preliminary or follow-up investigations of prowlers, burglaries, thefts, robberies, deaths, accidents, and other disturbances; 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; investigates accidents; renders first aid as necessary; enforces City ordinances on abandoned cars; does follow-up investigation on hit-run accidents; collects and preserves evidence; testifies in court in connection with criminal prosecution; attends fire scenes to assist in the protection of life and property; serves warrants and subpoenas; operates radio-telephone equipment at headquarters or in a patrol vehicle; occasionally relieves a superior officer and acts for him; supervises the custody of prisoners; fingerprints, photographs and books prisoners; assists in receiving, searching, booking, fingerprinting and supervising prisoners; answers inquiries; keeps records and prepares reports; when assigned, operates a motorcycle in traffic enforcement or a bicycle or all terrain vehicle when assigned to the Community Action Team; conducts preliminary and final investigations.

### Agency Shop

The City of Monterey, in agreement with the Monterey Police Officers Association and Laborers' International Union of North America (LIUNA) requires membership in the aforementioned organization or an in lieu contribution to a qualified organization as a condition of employment.

## EMPLOYMENT STANDARDS

### Minimum Qualifications:

- Any education equivalent to graduation from high school.
- Be at least 21 years of age;
- Not have any felony convictions;
- Be able to pass a comprehensive background;
- Possess a valid California Driver's License at time of appointment; and
- Be a United States citizen or have permanent resident alien status and applied for citizenship.

### Knowledge and Abilities:

- Ability to learn law enforcement principles and practices;
- Ability to read & understand departmental policies, instructions, laws and regulations;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to prepare clear and accurate reports;
- Have physical agility; keen observation and ability to remember names, faces and details of accidents;
- Ability to learn the use of and care of automobiles and firearms;
- Ability to speak and write effectively; and
- Ability to understand and follow oral and written directions.

### Desirable Qualifications:

- Ability to solve problems and make independent decisions.
- Ability to write clear, comprehensive reports.
- Ability to establish and maintain cooperative working relationships with other employees and the general public.
- Ability to perform combined tasks under stressful situations.
- Higher level education is highly desirable.

### Licenses and Certificates:

- Must possess a valid California Driver's License and have an acceptable driving record.
- See Supplemental Questionnaire for appropriate P.O.S.T. Certificates that may be required.

## COMPENSATION AND BENEFITS

<b>Salary:</b>	\$6,288 - \$7,638 Monthly
<b>Hiring Bonus:</b>	<b>Hiring Bonus available to Lateral candidates.</b> Bonus to be paid at the successful completion of the probationary period.
<b>Special Assignment Pay:</b>	5% Special Assignment Pay for specified assignments; i.e. Traffic Officer; Community Action Team (CAT) Officer; Field Training Officer (FTO); School Resource Officer (SRO); 7.5% Special Assignment Pay for Detective; 10% Special Assignment Pay for Senior Traffic Officer.
<b>Shift Differential Pay:</b>	Employees assigned to the Graveyard shift (9:30 p.m. to 7:30 a.m.) and in a pay status for the majority of the month, shall receive a 5.0% shift differential pay.  Employees assigned to the Swing shift (4:30 p.m. to 2:30 a.m.) and in a pay status for the majority of the month, shall receive 2.5% shift differential pay.
<b>Bilingual Pay:</b>	Employee may be eligible for 5% bilingual pay.
<b>Longevity Pay:</b>	Additional 5% pay upon completion of 20, 25, and 30 years of service.
<b>Continuing Education Incentive Program:</b>	Upon completion of probation, Continuing Education Incentive Program (CEIP) provides a 5% premium pay for a BA degree and 7.5% premium pay for a Master's Degree.

<b>Deferred Compensation:</b>	The City will match up to \$12.50 per pay period (\$25.00 per month) of an employee's contribution to a City authorized Deferred Compensation Plan.
<b>Retirement:</b>	PERS 3% at 50. The 9% PERS contribution is employee paid through a pre-tax payroll deduction.
<b>Health Plan Spending Fund:</b>	Up to \$1198.00 per month (or up to \$470.74 cash-in-lieu of benefits), depending on medical plan selected, may be used to purchase medical benefits for the employee and dependents, dependent dental, additional life insurance, deferred dependent care, and/or health care expenses not reimbursed by a medical carrier. All cash-in-lieu of benefits is paid as taxable income.
<b>Employee Assistance Program:</b>	Fully paid confidential counseling and referral service for employee and eligible dependents.
<b>Fitness Pass:</b>	Fitness Pass Program available to use the City of Monterey Sports Center.
<b>Dental:</b>	Fully paid employee coverage by the City. Employee has option to purchase dependent coverage out of monthly dollar amount.
<b>Vision:</b>	Fully paid optical plan by the City for employee and dependents.
<b>Life Insurance:</b>	\$20,000 policy paid by the City, with an option to purchase additional coverage up to \$50,000.
<b>Uniform Allowance:</b>	\$110.00/month. Special Unit \$150.00/month.
<b>Holidays:</b>	13 paid holidays plus one floating holiday per calendar year.
<b>Tuition Reimbursement:</b>	\$2,000.00 per fiscal year.
<b>**Vacation:</b>	10 days for the first 5 years; 15 days for 5-10 years; 17 days for 10-15 years; 20 days for more than 15 years; 23 days for more than 20 years (**beginning balance negotiable for Lateral candidates)
<b>**Sick Leave:</b>	12 days per year. (**negotiable for Lateral candidates)

**Additional Information:**

- Candidate selected will serve an eighteen (18) month probationary period from the date of hire as a Police Officer.
- Candidates who pass the testing process will be placed on an eligibility list. This list may be used to fill additional positions that become available during the life of the list, including subordinate positions.
- This bulletin is for informational purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.
- Pursuant to the Immigration Reform Act of 1986, employees must show proof of identity and eligibility to work in the United States.
- The City of Monterey is an Equal Opportunity Employer.
- All Police Officers shall be expected at time of appointment to establish residence within 1 hour of normal driving time, and maintain a telephone at the residence.

**Applications submitted without Conviction Record and/or Supplemental Questionnaire and supporting documentation will be rejected as incomplete.**

APPLICANT NAME: \_\_\_\_\_

**POLICE OFFICER**  
**SUPPLEMENTAL QUESTIONNAIRE**

(Submit with application)

Please check the appropriate box below:

**I am applying as a Police Officer: Lateral**

- I am currently employed as a law enforcement officer in a California law enforcement agency and I possess a California P.O.S.T. Basic Certificate (*attach copy*)

**OR**

- I was formerly employed as a law enforcement officer within the past three (3) years in a California law enforcement agency and I possess a California P.O.S.T. Basic Certificate (*attach copy*)

**OR**

- I was formerly employed as a law enforcement officer over three (3) years ago in a California law enforcement agency and I possess a California P.O.S.T. Basic Certificate and have successfully completed the P.O.S.T. 3 –Year Requalification process (*attach copy*)

**OR**

- I am currently employed as a law enforcement officer in a law enforcement agency outside of California and I possess my state's equivalent to a California P.O.S.T. Basic Certificate and have successfully completed the Basic Course Waiver process (*attach copy*)

**OR**

- I was formerly employed as a law enforcement officer in a law enforcement agency outside of California and I possess my state's equivalent to a California P.O.S.T. Basic Certificate and have successfully completed the Basic Course Waiver process (*attach copy*)

For information regarding the P.O.S.T. Basic Course Waiver process and the P.O.S.T. 3-year Requalification process, please visit the P.O.S.T. website:

[http://www.post.ca.gov/Training/Requalification/Requalification\\_Course.asp](http://www.post.ca.gov/Training/Requalification/Requalification_Course.asp)

**Before you submit your application material be sure it is complete or your application may be returned to you.**

A complete application packet will contain:

- City of Monterey Application Form, signed & dated, and including the required conviction information;
- Completed supplemental questionnaire;
- Proof of completion of a physical agility entrance exam from an accredited academy or agency.