



City of  
Arcadia

# EMPLOYMENT OPPORTUNITY

Equal Opportunity Employer

Administrative Services Department, Human Resources Office, 240 West Huntington Drive  
Post Office Box 60021, Arcadia, CA 91066-6021, (626) 574-5405

Website: [www.ci.arcadia.ca.us](http://www.ci.arcadia.ca.us)

## LAW ENFORCEMENT RECRUIT (PRE-SERVICE)

### SALARY\*

**\$4,996 per month during Police Academy training; \$4,996 - \$6,240 per month as a sworn Police Officer.** \*In addition to this salary, the City contributes 7% of the employee's monthly salary to the Public Employees' Retirement System as a Law Enforcement Recruit (Pre-Service) and 9% as a sworn Police Officer and offers a \$3,000 signing bonus. This position is eligible for health benefits. A sworn Police Officer with an Associate of Arts degree or equivalent is eligible for a 2.5% increase; a Police Officer with a Bachelor's degree is eligible for a 5% increase; a Police Officer with a P.O.S.T Intermediate is eligible for a 5% increase; and a Police Officer with a P.O.S.T Advanced is eligible for an 11% increase. The P.O.S.T. Certification pay may not be combined with educational incentive compensation.

### FINAL FILING DATE

**APPLY IMMEDIATELY. OPEN UNTIL FILLED.** A City application and supplemental application are required and may be obtained at the Human Resources Division or by calling (626) 574-5405. Resumes may be attached to the City application but will not be accepted in lieu of a completed City application. Application materials may also be downloaded from the City's website at [www.ci.arcadia.ca.us](http://www.ci.arcadia.ca.us). E-mail or faxes will not be accepted.

### APPLICATION INFORMATION

**In addition to the City's application, applicants must submit verification of current enrollment in a P.O.S.T certified police academy or verification of successful completion of a P.O.S.T certified police academy within the last 12 months and the Supplemental Application.** Failure to submit with the application will result in disqualification from the recruitment process.

**Human Resources office hours: Monday through Thursday, 7:30 A.M. to 5:30 P.M. and alternate Fridays, 7:30 A.M. to 4:30 P.M. City Hall offices are closed on alternate Fridays.**

### THE POSITION

The Law Enforcement Recruit (Pre-Service) position is a non-sworn, part-time classification designed to be used for an individual who is currently attending a P.O.S.T. certified basic police academy or has completed a P.O.S.T certified basic police academy within the last 12 months. On occasion, this position may be assigned to non-sworn police work while in an academy class. Upon successful completion of the police academy, background investigation, and all P.O.S.T requirements, with approval of the Police Chief, a Law Enforcement Recruit (Pre-Service) will be eligible to be sworn in as a full-time probationary Police Officer.

### REQUIREMENTS

**Experience:** One year of experience working with the public.

**Education:** High school diploma or GED. Additional education is desirable.

**Licenses/Certificates:** In addition to the City's application, Law Enforcement Recruit (Pre-Service) applicants must submit verification of current enrollment in a P.O.S.T certified police academy or verification of successful completion of a P.O.S.T certified police academy within the last 12 months.

**Minimum Age:** Must be 20 years of age at time of submitting application. Candidates must have reached 21<sup>st</sup> birthday upon graduation from the academy or upon hire as a sworn Police Officer.

**Driver's License:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**Citizenship:** Pursuant to Government Code 1031 and 1031.5, candidates must be a United States citizen, or a permanent resident alien who is eligible and has or will apply for citizenship within three (3) years after filing application for employment.

**Medical Standards:** Applicants must be in good physical condition as determined by a P.O.S.T medical examination, with weight in proportion to height, and consistent with P.O.S.T. and City guidelines for hearing and vision. There is a requirement that new hires maintain their physical condition as a condition of continued employment.

**Other:** Applicants must be of good moral character and have no convictions of a felony offense or any offense reflecting lack of character, judgment or morals. Conviction of a felony or serious misdemeanor is disqualifying. If hired, candidates must sign an agreement to refrain from smoking, chewing or otherwise using tobacco, chewing tobacco or snuff.

### THE SELECTION PROCESS

Applications will be reviewed and those candidates whose applications indicate they have met the requirements will be invited to continue in the recruitment process. The selection process will consist of: **Application Evaluation** (Qualifying) and **Qualifications Appraisal Interview** (100%). Candidates will be selected for oral interviews based on qualifying review of application materials. The City reserves the right to limit the number of interviews conducted. The interview score determines ranking on the eligibility list and remain in effect for one year. Candidates must also pass an extensive Background Investigation, including a Polygraph Examination and a Police Chief's Interview, which includes a written exercise. Failure in either of these areas will result in removal from the eligibility list. Pre-employment psychological and medical examinations, including drug screening, are additional requirements for hire. Failure on any part of the selection process will result in disqualification and exclusion from further progress in the selection process. **Please Note:** If you have a disability that may require an accommodation in the selection process, please notify Human Resources in writing when you submit your application.