



# City of Arcadia

## **POLICE OFFICER RECRUIT AND PRE-SERVICE**

### **SALARY\***

\$4,351 per month during Police Academy training; \$4,351 - \$5,434 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 Recruit and 9% as a Police Officer and offers a \$3,000 signing bonus. This position is eligible for health benefits. A sworn Officer with an Associate of Arts degree or equivalent is eligible for a 2.5% increase; an Officer with a Bachelor's degree is eligible for a 5% increase; an Officer with a POST Intermediate is eligible for a 4% increase; and an Officer with a POST Advanced is eligible for a 10% increase.

### **FINAL FILING DATE**

**APPLY IMMEDIATELY. OPEN UNTIL FILLED.** A City application and supplemental application are required and may be obtained at Human Resources or by calling (626) 574-5406; TDD (626) 447-4609. 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). Postmarks or faxes will not be accepted.

**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 Recruit Police Officer is a non-sworn, part-time classification designed to be used while an individual is attending a P.O.S.T. certified basic academy. On occasion, a Recruit may be assigned to non-sworn police work while awaiting assignment to an academy class. Upon successful completion of the P.O.S.T. Basic Police Academy, and approval of the Police Chief, a Recruit will be eligible to be sworn in as a full-time probationary Police Officer. A Recruit who is not successful in completion of the academy or any other of the requirements for Police Officer will be terminated from employment as a Recruit Police Officer. Pre-Service applicants must be enrolled in a P.O.S.T. certified police academy that is in progress, or have successfully completed a P.O.S.T. certified police academy within the last 12 months.

### **REQUIREMENTS**

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

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

**Minimum Age:** 20 years at time of final filing date of the recruitment.

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

**Citizenship:** Must be a United States citizen, or submit proof of citizenship within one (1) year from date of hire.

**Medical Standards:** Applicants must be in good physical condition as determined by a 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**

The selection process may consist of: **Written Examination** (Qualifying); (Candidates will receive a written notification regarding the written exam date); **Physical Agility/Performance Test** (Qualifying); **Qualifications Appraisal Interview** (100%). Candidates will be selected for oral interviews based on written test scores and a 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. 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.