

# CITY OF SANTA MONICA

## Human Resources Department

1685 Main Street, Room 101 , P.O. Box 2200  
Santa Monica, CA 90401  
Main Phone:310-458-8246  
Web Address:<http://www.smgov.net/hr>

Exam #:103271-01

POLICE OFFICER TRAINEE

**SALARY** \$5,936.00 - \$7,328.00 /Month

**ISSUE DATE:** 11/29/10

**CLOSE DATE:** 12/30/10

**NOTE: If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.**

Participates in a formal academic and physical police training program. Police Officer Trainee is expected to successfully complete the basic training courses as prescribed by the California Commission on Peace Officer Standard and Training.

Participates in a rigorous academic and physical training program mandated by P.O.S.T.

Participates in firearm training and defensive tactics.

Learns basic principles of patrol procedures and criminal investigation.

Drives a variety of police vehicles under various training conditions.

Accompanies sworn police officers on ride-alongs as an observer.

Analyzes recurring patrol and specialized problems/hazards in collaboration with supervisors, peers, and service clientele. Participates in developing long-term resolutions to law enforcement related problems and issues.

Responds to multiple calls, major traffic accidents, and other emergencies.

Completes reports in a timely manner.

Performs a variety of clerical support duties including, but not limited to, typing, filing, photocopying, and assisting the public on the telephone or in person, as required.

Performs other related duties, as assigned.

### **Knowledge, Abilities and Skills:**

#### **Knowledge of:**

Grammar and composition.

Effective customer service techniques.

#### **Ability to:**

Follow written and oral instructions.

Communicate effectively, both orally and in writing.

Respond to inquiries from the public in a tactful manner.

Be sensitive to issues impacting the quality of life of the residents, guests, and visitors to the City.

Provide effective customer service.

Establish and maintain effective and cooperative working relationships with City employees and the general public.

**Skill in:**

Reading, writing, and communicating at an appropriate level.

Dealing with a variety of culturally sensitive issues.

**Education, Training and Experience:**

Graduation from high school or the equivalent. Military experience and/or related public contact experience is desirable. Police Officer Trainees must be 20 years and 6 months of age at time of appointment. Applicants must be U.S. citizens or permanent resident aliens who are eligible for and have applied for U.S. citizenship. Must obtain citizenship within three (3) years from date of application.

**Licenses and Certificates:**

Possession of a valid Class C driver license. Must be able to obtain a regular Basic California P.O.S.T. Certificate within 18 months from date of hire.

**NOTE:** Upon hire, police officer trainees must be non-users of tobacco products. Applicants for Police Officer Trainee must pass a background investigation and must not have been convicted of a misdemeanor involving domestic violence or a felony.

**NOTE:** Veterans' Preference points shall be applied to this entry level civil service position in accordance with the City of Santa Monica Human Resources Department guidelines (To be considered for Veterans' Preference points, you must submit a copy of your discharge papers (DD214) at the time of application).

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**HOW TO APPLY:** Applicants must submit a clear, concise, completed City Application with the Human Resources Department by the filing deadline. No postmarks will be accepted.

**SELECTION PROCESS:** All applicants will be reviewed and only those candidates determined to be **most qualified** on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. **Testing will consist of any or all of the following:**

**Written Examination:** to measure job-related knowledge and abilities. (Qualifying)

**Performance Test:** to evaluate ability to physically perform the duties of the position. (Qualifying)

**Oral Interview:** to evaluate training, experience, and personal qualifications (100%)

**Psychological Examination:** Candidates will be evaluated for their suitability for employment as a Santa Monica Police Officer.

**BACKGROUND INVESTIGATIONS:**

Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

**Medical Examination:** Prior to appointment, candidates must successfully complete a thorough medical examination, including a drug screen, to determine if they meet the City's medical standards for the position of Police Officer.

**NOTE:** The City of Santa Monica's Police Department's training and preparation classes/informational meetings will be tentatively scheduled for the last quarter of 2010.

**NOTE:** Upon successful completion of the City of Santa Monica Police Department Police Academy and promotion, the City pays into the employee's contributions to the Public Employees' Retirement System (9%), as a safety member, which results in a net pay increase of approximately \$534 - \$659 per month. The City is a participating agency of the California Public Employees' Retirement System (CalPERS) with a 3% @ 50 retirement formula. In addition, the City participates in the Medicare portion of FICA only, and therefore there is no deduction made for social security.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.smgov.net/hr>

Job Title: Police Officer Trainee

Exam #: 103271-01 Merle Wynn

310-458-8246