



POLICE OFFICER - ACADEMY GRADUATE

\$104,069 - \$126,242 ANNUAL POTENTIAL COMPENSATION

HOLIDAY PAY – 6.37%

BILINGUAL PAY – 5%

EDUCATION PAY (UP TO) – 7.5%

ANNUAL UNIFORM PAY \$1200.00

(BASE ANNUAL SALARY \$86,539 - \$105,192)

APPLICATION CLOSING DATE: CONTINUOUS RECRUITMENT

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic CalOpps application:

- **COVER LETTER THAT EXPLAINS YOUR SPECIFIC INTEREST IN THIS POSITION WITH THE CITY OF GILROY POLICE DEPARTMENT**
- **DETAILED RESUME FOCUSING ON RELEVANT LAW ENFORCEMENT WORK EXPERIENCE AND EDUCATION**
- **A COMPLETED SELF ATTESTATION FORM (*LINK AVAILABLE AT THE CITY OF GILROY WEBSITE & CAL OPPTS*)**
- **A COPY OF THE REQUIRED CERTIFICATE OF COMPLETION FROM A P.O.S.T. APPROVED BASIC POLICE ACADEMY**

ABOUT THE POSITION

The City of Gilroy is recruiting for the position of Police Officer – Academy Graduate. The Gilroy Police Department is located 28 miles south of San Jose, in Santa Clara County, and serves a diverse population base of approximately 50,000 residents. The Gilroy Police Department (GPD) provides 24 hours patrol services responding to public safety calls for service and implementing crime suppression, conducting investigations, traffic enforcement and accident investigation and solving civil conflicts, arresting suspects and engaging in directed patrol missions to prevent or reduce crime in order to protect life and property for the citizens of Gilroy.

The **Mission** of the Gilroy Police Department is: Providing excellent public safety services in partnership with the community.

The **Vision** of the Gilroy Police Department is: The men and women of the Gilroy Police Department are dedicated to courageously ensuring the safety of our community.

The **Core Values** are: Respect, Integrity, Compassion, Teamwork, Innovation, and Accountability.

GENERAL DESCRIPTION:

Under general direction of a police supervisor, patrol and assigned beat in the enforcement of law and order; protects life and property; maintain a calm and safe community.

EXAMPLES OF DUTIES:

1. Perform mobile patrol or fixed post in an assigned area for the prevention of crime and the enforcement of traffic laws and regulations.
2. Investigate and prepare reports on incidents such as accidents, offenses and damage to property.
3. Make arrests and take law enforcement action as appropriate.
4. Respond to pages, radio, and telephone dispatches.
5. Note and report traffic hazards, assist in controlling traffic at scenes of emergencies.
6. Give verbal warning, issue citations and serve warrants.
7. Work with juveniles.
8. Intervene in private or public disputes to protect the public.
9. Appear in court.
10. Investigate complaints.
11. Request medical attention for victims, citizens and suspects when necessary.
12. Interview persons whose actions are suspicious.
13. May transport prisoners.
14. May ride a motorcycle.
15. Provide first aid.
16. Care for and maintain departmental equipment.
17. Work an assigned shift with varies days and/or hours.
18. Conduct follow-up investigations.
19. Report vice conditions.
20. Perform in specialized functions when assigned.
21. Participate in related training programs.
22. May be required to speak in front of community groups.
23. May do research into law, policies, and related matters.

24. May be required to train other department members.
25. May be subject to recall/call-out.
26. Perform related work as required.

QUALIFICATIONS

1. **ACADEMY GRADUATE** – Completion of a P.O.S.T. approved Basic Police Academy.
2. Any combination of education, training or experience equivalent to graduation from high school or possession of a G.E.D. certificate.
3. Be at least 21 years of age.
4. Pass a physical agility test.
5. Be able to meet the current Police Officer Standards and Training (P.O.S.T.) medical standards for a peace officer and be free from any physical condition which might adversely affect the exercise of power as a peace officer.
6. Pass a POST background investigation, which includes a polygraph examination, an extensive Department of Justice criminal record check, an FBI check and a firearms clearance.
7. Pass a post-offer psychological evaluation and medical examination, which includes a drug test.
8. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Peace officer applicants must obtain citizenship within three years after filling and employment application.
9. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles.
10. Required to be proficient in typical police weaponry and must maintain department firearms qualification requirements.
11. Pass all required department and P.O.S.T. training.
12. Must possess and maintain C.P.R. and First Aid certificates within six (6) months of hire.
13. Establish and/or maintain residency within 45 minutes normal driving time from the Gilroy Police Station within 18 months from date of hire.
14. Prefer bilingual (English-Spanish).
15. Prefer non-tobacco user.

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$793.79 to \$1,995.36 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available.

Other Benefits/Compensation

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. The city does not participate in social security. Bilingual candidates fluent in Spanish may qualify to receive 5% bilingual pay following a certification process.

Retirement Benefits

The city of Gilroy shall comply with the Public Employee Pension Reform Act (PEPRA) that went into effect on January 1, 2013.

- **Police Safety Employees Hired On or After January 5, 2011, but Prior to January 1, 2013 and "Classic" CalPERS Members Hired On or After January 1, 2013:** The city shall provide the 2% at 50 CalPERS retirement plan for employees in the Police Safety CalPERS category that were hired to a full-time Police Safety position with the city of Gilroy on or after January 5, 2011, but prior to January 1, 2013 OR to employees hired to a full-time position on or after January 1, 2013 who are categorized as a "classic" member of CalPERS. Single highest year final compensation is included with this plan. The employee shall pay a nine (9%) employee contribution as a pre-tax payroll deduction pursuant to IRC 414(h)(2).
- **Police Safety Employees Hired On or After January 1, 2013 Categorized as "New" CalPERS Members:** The city shall provide the 2.7% at 57 CalPERS retirement plan for employees in the Police Safety CalPERS category that were hired to a full-time Police Safety position with the city of Gilroy on or after January 1, 2013 who are categorized as a "new" member of CalPERS. Employees in this category shall have a pre-tax payroll deduction for 50% of the total normal cost of the plan as identified annually by CalPERS. This employee payroll deduction amount may change from year to year as required by PEPRA. Three year average final compensation is included with this formula.

Leaves and Work Schedule

Employees accrue 8 hours of sick leave each month. Employees accrue vacation at the rate of 10 days a year during the first 5 years, 15 days after 5 years, and 20 days after 15 years. Currently, patrol officers work a 4-10 work schedule.

Payroll

All City employees are paid monthly, on the last business day of each month via direct deposit.

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City Application Form – Candidates must complete the CalOpps City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

Apply Online:

1. Go to <http://www.calopps.org>.
2. Click on “Member Agencies”
3. Click on the “City of Gilroy”
4. Scroll down until you see “City of Gilroy Job Openings”
5. Click on desired job title
6. Click on “Apply”
7. Click on “Apply Anyway”
8. When prompted click on “Create a Profile”
9. Continue with application and SUBMIT

Please scan and save your attachments into **one** PDF document before uploading and attaching them to your application. Once you have the above items ready to upload, you can either scan them and attach them to your CalOpps on-line application and submit them electronically OR, if you do not have access to a scanner, you will need to mail in the application attachments to the City of Gilroy Human Resources Department for attachment to your application. *These forms must be submitted electronically with your CalOpps application or must be received by mail as soon as possible.*

If for some reason you are not able to upload the required application package items via CalOpps, then please fax them with a cover sheet to our confidential FAX line: (408) 846-0200. In the alternative, you may mail them or hand-carry them to: **City of Gilroy, Human Resources Department, 7351 Rosanna Street, Gilroy, CA 95020.**

This is a continuous recruitment with periodic review of application packets. Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City’s expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.