



# CITY OF CRESCENT CITY

*Invites you to apply for*

## POLICE OFFICER

**\$50,876—\$67,953 annually**

**plus excellent benefits**

This classification is for Police Officer for the City of Crescent City Police Department. This is an open job recruitment. Applications can be picked up at City Hall or online at [www.crescentcity.org](http://www.crescentcity.org).

**Application deadline is Wednesday, January 5, 2022.**

*The City reserves the right to extend the filing deadline as necessary.*

**GENERAL STATEMENT OF DUTIES:** Under general supervision performs a variety of law enforcement and crime prevention duties to ensure the strict enforcement of all State and local laws and ordinances relating to the preservation of public peace, public safety, prevention of crimes, and protection of life and property.

**ESSENTIAL DUTIES:** Performs law enforcement and crime prevention duties; Enforces City, County and State laws; Patrols assigned areas of the City, responding to public calls for protection of life and property; Conducts preliminary investigations of possible violations of the law; Investigates traffic collisions; Controls traffic flow; Warns against unlawful conduct; Issues citations; Testifies in court; Monitors the security of buildings and property; Responds to alarms; Investigates suspicious persons and circumstances; Gives information and directions to the public; Identifies, collects and preserves evidence; Apprehends and arrests criminal suspects; Attends training assignments and weapons qualification; Prepares activity logs, accident and incident reports, ensures accuracy of information; submits reports to appropriate authority in a timely manner; Keeps abreast of Federal and State laws, traffic laws, and City ordinances; Keeps supervisor informed of any incident or issue that requires his/her attention or follow-up; Maintains required level of proficiency in the proper and safe use of firearms, evasive action, and appropriate and safe driving skills; Searches, photographs, and fingerprints prisoners; oversees processing and detention of prisoners; Transports prisoners to medical or detention facilities; Serves warrants and other civil and criminal documents; May perform the duties of a detective, K9 officer, school resource officer, traffic officer, or other assignments. Performs other related duties as assigned or required.

**JOB REQUIREMENTS:** *(The following are a representative sample of knowledge, skill and abilities necessary to perform the essential duties of the position.)*

**Knowledge of:** Current law enforcement methods and procedures, including patrol, crime prevention, traffic control, basic investigations, arrest and identification techniques; Current State, and local criminal codes, laws, and recent court decisions; Community oriented policing principles; Criminal behavior and methods of operation; Roads and characteristics of various City areas and neighborhoods.

**Skills and Ability to:** Understand, interpret and apply laws, regulations, ordinances and policies; Communicate effectively, both orally and in writing, in the English language; Show a high level of discretion and flexibility in daily operations; Understand and carry out oral and written directions; Accurately observe and remember names, faces, numbers, incidents and places; Deal courteously, yet firmly and effectively, with the public in police situations; Establish and maintain cooperative working relationships with those contacted in the course of work; Observe situations analytically and objectively; record observed situations clearly and concisely; Comply with the requirements of Police Officer contained in the California Peace Officer Standards and Training; Provide quality customer service.



**QUALIFICATIONS:** Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Entry Level – No experience is required; Lateral Level – Previous employment as a California Peace Officer within the past three years, with successful completion of an FTO program and probation period; or, possession of a California POST Requalification certificate dated within the past three years.

**LICENSE/CERTIFICATION:** Entry Level – Successful completion of a California POST Certified Basic Law Enforcement Academy within the past three years. Lateral Level - Possession of a valid California POST Basic Certificate.

**APPLICATION PROCESS:** A City of Crescent City application must be received in the Human Resources Department by 5:00 p.m. on the final filing date.

Application materials are available at City Hall on the Job Board or online at [www.crescentcity.org](http://www.crescentcity.org).

**FINAL FILING DATE: 5:00 p.m., Wednesday, January 5, 2022.**

### Wage and Benefits

**Hourly Wage:** \$24.46—\$32.67 / hr. An education incentive pay program is available depending on California POST Certification level.

**Retirement:** PERS 2% at 50 for Classic members; 2.7% at 57 for new members.

**Health:** The City provides up to \$1,621.00/month in a flexible benefit plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, life insurance and an additional accidental death policy. Employees are reimbursed up to \$360.00 annual for participation in wellness-related activities.

**Vacation Leave:** Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

**Sick Leave:** Sick leave is accrued at 4 hours biweekly with an accumulation limit.

**Holidays:** 98 hours of holiday pay per year.

**Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.**

### Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

**City of Crescent City- Human Resources**  
377 J Street.  
Crescent City, CA 95531  
(707) 464-7483, ext. 233  
[www.crescentcity.org](http://www.crescentcity.org)

