



Citrus Heights Police Department

Police Officer – Academy Graduate

\$57,488 - \$68,986 annually • Open and Continuous



Working at the Citrus Heights Police Department is all about character. Our reputation and ability to effectively serve is built on the words, actions, and habits of our people. As a new organization, we have deliberately constructed a character-based culture as the foundation of a premier professional police agency.

At CHPD, we have created something out of the ordinary. The Citrus Heights Police Department is the place for you if you seek a destiny of excellence surrounded by professionals of high character. This is our mission. Do you have what it takes? Then join us ... at CHPD, it's all about character.

The Position

Police Officers provide a wide variety of law enforcement services to the community. We are actively seeking Police Officers who are committed to the vision of pioneering a new way of policing. Citrus Heights envisions an operation in which the line patrol officers enjoy communicating and building relationships with individuals in the community. We want to take the overused, and often under implemented, concept of “community policing” to the next tier. We envision true community connection and commitment with engaged stakeholders on all sides. Rather than designating certain officers to focus on solving community problems, Citrus Heights will assign all police staff members with proactive community policing responsibility. In addition, the major thoroughfares coursing through our fully developed community make traffic management a vital duty of all patrol officers. Overall, the department will have strong generalists with opportunities for special assignments, including: patrol, investigations, school resource officers, K9, SWAT and critical-incident teams, and others may be considered in the future. Officers have the ability to earn up to an additional 5% as a Detective – retaining the additional pay once the assignment is complete. The probationary period for this position is 18 months.

State-Of-The-Art Shift Schedule

The job of a Police Officer assigned to Patrol is demanding. We acknowledge this and want our officers to have a work/life balance. With this in mind, we have strategically incorporated these values into the benefits and work schedule programs outlined below.

- Officers are scheduled 160 hours every four weeks - generally 12-hour shifts.
- 50% of officers off on weekends, and 50% of officers off on most holidays.
- Mini-Sabbatical -- Annually receive 4 weeks of paid time off in lieu of 160 hours of holiday time.

Ideal Candidate

At CHPD, we have created something new. A place where conviction and character count. A place where the community is truly put first. A place where performance and excellence are rewarded. A place where input and ideas ignite innovation. A place where everyone knows your name.

How do we do this? We do what we say. We accept responsibility and are accountable for our actions – good or bad. We listen and learn. We help employees develop and grow, and we provide real constructive feedback. We actively talk with our employees and seek their input and ideas. We don't settle for “we've always done it this way”. We empower employees to make independent decisions and proactively solve problems. We partner with the community to build relationships and enhance safety.

You are an ideal candidate if you are seeking a character-based agency and have these attributes:

- Ability to interpret, apply and make decisions based on applicable federal, state and local laws, policies and regulations.
- Experienced in law enforcement programs including patrol, investigations, interrogation and special operations.
- Motivated to make a difference in the community through a commitment to professional law enforcement practices.
- Possess excellent communication and collaboration skills.
- Ability to recognize and apply alternative solutions to problems and make legal, logical and critical decisions in emergencies while working in a stressful environment.
- Have a service orientation with an understanding of community-oriented policing.
- Think clearly and act quickly and decisively in emergency situations, while remaining calm.
- Focus work effort to carry out the City's Customer Service philosophy of actively listening, addressing customer concerns, and providing services at a level that exceeds customer expectations.
- Thrive in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identify and generate “a better way of doing things” by viewing issues or problems as opportunities versus obstacles.
- Treat all individuals encountered, equally and with respect, basing actions on honor and ethics.

Citrus Heights Police Department - It's All About Character

Compensation and Benefits

\$57,488 - \$68,488 annually. You can build a strong career in an organization that values and rewards exemplary work. As a Citrus Heights employee, your compensation is based upon your performance. Within the City's unique Pay-for-Performance system, there are no automatic cost-of-living adjustments (COLAs) or automatic merit increases. Historically, the Pay-for-Performance program has been a blend of Merit Award (base salary increase) and Incentive Award (one-time cash bonus). However, the actual Pay-for-Performance package is based on the City's financial situation and is determined annually. As a Citrus Heights employee, you will have the opportunity to differentiate yourself through your performance and be rewarded in your pay.

The City offers first class benefits, including: 100% City-paid CalPERS retirement (3% @ 50); 136 hours of Annual Leave to be used for vacation or sick time; 40 hours of Long Term Medical Leave; \$1,356 monthly city contribution toward health insurance, and if qualifying alternative health care coverage is demonstrated, a \$500/month cash-out may be added to salary or deferred compensation; and fully paid dental, vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance. In addition, Officers assigned to Patrol and Motors receive 4 weeks of paid Mini-Sabbatical each year. More detailed information regarding the City's benefit program is available at <http://jobs.citrusheights.net>.

Recruitment Incentive: As a recruitment incentive, individuals hired into Police-specialized job classifications will accrue Annual Leave based on their years of service with their most recent public sector, law enforcement employer. In addition, a one-time Relocation Award of \$1,500 is available if an employee lives more than 60 miles away from Citrus Heights and relocates to the Sacramento region.

Minimum Qualifications for Police Officer

Minimum qualifications for this position are listed below. Additional information regarding the position and qualifications is available in the job description which is available on-line or through request.

Academy Graduate:

- **Experience and Training:** Graduation from a P.O.S.T. approved basic academy. (**Applications from current Academy attendees may be accepted only if within one month of graduation.**)
- **Education:** Equivalent to graduation from high school.
- **License:** Possession of a valid California Driver's License at time of appointment.

Additional (Break in Service or Out of State):

- **Officers with three or more years "break in service" from a P.O.S.T certified agency:** Please provide a copy of your completed P.O.S.T. Requalification certificate.
- **Out-of-state officers:** Please provide a copy of your P.O.S.T Basic Course Waiver or completed P.O.S.T Basic Course certificate. For more information on the above certificates, please go to <http://www.post.ca.gov>.

Application Process

This recruitment is open and continuous. The City may choose to close the recruitment at any time if there is no longer a need for the position. To be considered for this position you must submit a completed, official City Employment Application **and** responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration.

- **ON-LINE APPLICATION:** You may apply on-line at www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience." After you electronically submit the Application form using CalOpps, the Supplemental Questionnaire format will appear for you to complete and submit as the remainder of the required on-line application process.
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application and Supplemental Questionnaire by visiting <http://jobs.citrusheights.net> and downloading these materials, or you may request these materials by calling the City's Human Resources Jobline at (916) 727-4900. **No faxed or e-mailed materials will be accepted.** Submit hard copy application materials to: **City of Citrus Heights – Human Resources, Attention: Police Officer Recruitment, 6237 Fountain Square Drive, Citrus Heights, CA 95621.**

Selection Process

Selected candidates will generally be referred for a first interview and those candidates recommended forward will then be interviewed by the Chief of Police and/or designee. Finalist(s) will be required to complete a CA P.O.S.T. Personal History Statement and will be subject to a polygraph examination and background investigation using P.O.S.T. guidelines (<http://www.post.ca.gov/selection/>). Upon receipt and review of the background report, a conditional offer of employment may be made. Final candidate(s) must then pass medical, drug/alcohol screening, and psychological examinations conducted by City-appointed physicians.

Additional Information

For additional information about this recruitment call (916) 727-4900, e-mail joinchpd@citrusheights.net or go to www.joinchpd.net.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

City Selection Standards and Practices: The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications requirements does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City will be invited to the next step(s) of the selection process. This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

Method of Communication: Primary communication regarding your status relative to this recruitment will be by e-mail. Applicants are solely responsible for monitoring their e-mail communication messages and systems. Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

The City of Citrus Heights is an Equal Opportunity Employer and does not discriminate against qualified employees or applicants because of race, color, religion, medical, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA) and federal laws including the Americans with Disabilities Act and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation. Under federal law, all job applicants must prove authorization to work in the United States at the time of job offer.