



CITRUS HEIGHTS POLICE DEPARTMENT

The Department

Working at the award-winning Citrus Heights Police Department is all about solid character – yours and ours. Our reputation and ability to effectively serve our community are built on the words, actions, and habits of our department members. We have created a culture rooted in professionalism, honor, and outreach, where innovation and fresh ideas are welcomed. If you seek a fast-paced law enforcement agency where you will be surrounded by officers of strong character, supportive City leadership, and an involved community who believes in their officers, the Citrus Heights Police Department is the place for you. We have created something exceptional at the CHPD; an agency where you will be challenged and trained well; a place where you are family; a premier department like no other.

At the Citrus Heights Police Department, we have created a place where conviction and character count, where performance and excellence are celebrated; where input and ideas are welcomed to ignite innovation; where you are family. How do we create this unique environment? We do what we say. We accept responsibility and are accountable for our actions. We listen and learn. We invite and inspire ideas. We empower employees to make independent decisions and proactively solve problems. We help employees develop and grow, providing real feedback. We don't settle.

The Position

Reserve Police Officers provide a wide variety of law enforcement services to the community. We are continuously seeking paid Reserve Police Officers who are committed to the vision of pioneering a new way of policing. Reserve Police Officers augment our full-time Police Officers in their primary duties and have the opportunity to work various assignments within the department to gain and expand their expertise. Upon completion of a Field Training Program, Level I Reserve Police Officers work with minimal supervision to independently provide general law enforcement for the duration of their assignment. Level II Reserve Police Officers work under direct supervision providing general law enforcement and/or support duties for the duration of their assignment.

Whether you are an experienced police officer looking for part-time work, actively enrolled in the P.O.S.T. Academy or Modules I, II or III, we have positions available. Many of our current full-time police officers started in our reserve program.

A Police Officer that is appointed to the Reserve Program will work in a part-time, temporary capacity. Hours worked are not to exceed 960 hours (Non-PERS) during the fiscal year. Incumbents will be required to work a minimum of 16 hours per month and participate in one full day of training per month. Citrus Heights invites all to apply for positions; however, pursuant to Government Code, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

Minimum Qualifications – Minimum qualifications for this position include:

- Experience: None required; however, previous law enforcement work experience is preferred.
- Education: Equivalent to high school graduation.

Police Officer Reserve I/II/III Academy Enrolled or Graduate (Part-time – 960 hours/fiscal year)

Reserve I -	\$33.32 - \$43.20
Reserve I Trainee -	\$18.20 - \$19.47
Reserve II -	\$14.00 - \$17.97
Reserve III -	Volunteer
All Non-benefitted	

Academy Reimbursement – For Police Trainees and Academy Graduates, the City of Citrus Heights will reimburse the employee \$2,500 for academy tuition and expenses after successfully passing probation.

Open and Continuous
Actively Screening Applications and
Interviewing as Received

- **License:** Possession of a valid California Driver's License at time of appointment.
- **Certifications:** Level I Reserves must have completed a California P.O.S.T. Academy or California P.O.S.T. Modules III, II, and I.

Level II Reserves must have completed California P.O.S.T. Modules III and II.
Level III Reserves must have completed California P.O.S.T. Module III.

Application Process

To be considered for this position, you must submit a completed, Employment Application and the Supplemental Questionnaire with detailed, thoughtful responses. Also, you must submit your P.O.S.T. certificate or P.O.S.T. module I/II/III certificate. 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 by visiting www.CalOpps.org to complete the City Employment Application and Supplemental Questionnaire. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **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 call the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials to: City of Citrus Heights; Attention: Police Officer Reserve Recruitment; 6360 Fountain Square Drive; Citrus Heights, CA 95621. **No postmarked, faxed, or e-mailed materials will be accepted.**

Selection Process

Selected candidates will generally be referred for an interview by the Chief of Police or his designee(s). Finalist(s) will be required to complete a California P.O.S.T. Personal History Statement and will be subject to a polygraph or voice stress analysis 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 presented. Final candidate(s) must then pass medical, drug/alcohol screening, and psychological examinations conducted by City-appointed physicians.

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.

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.

Additional Information

For additional information about this recruitment call (916) 727-4731 or the TTY/TDD California Relay Service at 7-1-1, e-mail joinchpd@citrusheights.net or go to www.joinchpd.net

PROVIDING PREMIERE POLICING

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

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.

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 Department of Fair Employment and Housing Act (F.E.H.A.), 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.