



"A City that Works"

# CITY OF BELL GARDENS

## Personnel Department

7100 S. Garfield Avenue  
Bell Gardens, CA 90201  
(562) 806 - 7700 · FAX (562) 928 - 7735  
Web site: [www.bellgardens.org](http://www.bellgardens.org)

# Police Officer (Job ID#10043)

**\$5,288-\$6,428 per month + generous benefits package**

### HOW TO APPLY

**Filing deadline: Open Until Filled**

All application materials (City application and copies of relevant degrees, licenses and/or certificates) must be submitted at the same time, on or before the filing deadline. A City application may be requested from the Personnel Department by phone (562)806-7700, e-mail ([hrdepartment@bellgardens.org](mailto:hrdepartment@bellgardens.org)), in person or by downloading it from the City website ([www.bellgardens.org](http://www.bellgardens.org)). Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or e-mailed application materials will not be accepted.

### EXAMINATION PROCEDURES

Only the most qualified applicants will be invited to participate in the examination process. The examination components listed below will be used to evaluate the qualifications of those that are invited. Applicants must achieve a passing score on all examination components in order to be placed on the eligible list. Eligible lists are valid for one (1) year, unless extended by the City Manager for an additional six (6) months.

	<u>Weight</u>
• <b>Physical Agilities:</b> To evaluate ability to perform the physical activities required of a Police Officer.	Qualifying
• <b>Written Test:</b> To measure reading comprehension, vocabulary, and writing skills. (May be waived)	Qualifying
• <b>Appraisal Interview:</b> To evaluate training, experience and personal qualifications.	100%
• <b>Polygraph, Background Investigation:</b> To determine suitability for the position of peace officer.	Qualifying
• <b>Psychological Screening &amp; Medical Examination:</b> Medical standard exams, with a vision requirement of 20/100 or better without correction and 20/20 or better with correction - each eye	Qualifying

### TRAINING AND EXPERIENCE

#### MINIMUM QUALIFICATIONS

- High School graduation or equivalent.
- No felony convictions.
- Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- Must be 21 years of age at time of appointment.

#### DESIREABLE QUALIFICATIONS

- P.O.S.T. Basic Certification.
- Two years of experience as a police officer for a public or municipal agency.
- Ability to speak Spanish.

#### KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** 1) Modern practices and techniques of: law enforcement, patrol, investigation, public relations, report writing, vehicle penal codes, laws of arrest, rules of evidence, legal rights of citizens, and court procedures. **Skills:** The position requires: 1) Prioritizing and multi-tasking skills; 2) excellent writing skills; 3) analytical skills. **Abilities:** 1) Communicate clearly and concisely, both orally and in writing; 2) Observe accurately and remember faces, numbers, incidents and places; 3) Establish and maintain effective relationships with the community; 4) Use and care of firearms and small equipment; 5) Think and act quickly in emergencies, and judge situations and people accurately; 6) Represent the City in a variety of meetings; 7) Learn, understand and interpret laws and regulations; 8) Prepare accurate and grammatically correct written reports; 9) Respond to emergency and problem situations in an effective manner; 10) Understand, explain and apply policies and procedures; 11) Make clear and concise radio transmissions; 12) Understand and follow written directions; 13) Deal constructively with conflict and develop effective resolutions; 15) Work independently and demonstrate initiative; 16) Establish and maintain cooperative working relationships; 17) Meet Police Officer requirements contained in the California State Government Code; 18) Prepare lesson plans, teach and counsel juveniles.

#### LICENSES / CERTIFICATES

Must have valid class "C" California Driver's License.

### THE POSITION

**WORK SCHEDULE:** Full time position. Must be willing to work day, swing, graveyard and rotating shifts, as well as holidays and weekends.

#### POSITION DESCRIPTION

Under general supervision, patrols and assigned area in the prevention of crime and enforcement of law and order; carries out special assignments related to departmental operations or law enforcement in general; conducts investigations; and performs related duties as assigned.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to the following: 1) Patrol and Traffic Safety; 2) Investigation; 3) School Resources; 4) Neighborhood Watch Officer. Other functions may be assigned such as acting as a training officer for new Police Officers, serving as field supervisor on individual calls requiring special attention, and conducting background investigations.

## SELECTION PROCESS

Selected candidate must pass background check before formal job offer can be extended. Initial appointment is contingent upon satisfactory completion of a City paid physical examination, polygraph examination, psychological examination, drug screening and verification of United States Citizenship. This position is subject to and dependent on the continued availability of funds and the manpower needs of the City of Bell Gardens. The successful candidate will be required to satisfactorily complete a 12 month probationary period before being promoted to "regular" status.

## BENEFITS PACKAGE

Listed below is a sampling of some of the benefits associated with this position.

- **Insurance**—City paid health, dental, vision, life, employee assistance plans, STD/LTD plans, with 100% city-paid coverage for eligible dependents.
- **Retirement**—PERS 2% @ 50 plan, three highest years. Employee pays employee's share of PERS (9%).
- **Leaves**—Competitive Vacation and Sick Leave Plan.
- **Bilingual Pay**—Those employees certified as fluent in English/Spanish receive on a monthly basis: \$100 verbal; \$100 written.
- **Tuition Reimbursement**—The City reimburses for job-related courses with prior approval and satisfactory completion up to \$1,500 per fiscal year.
- **Education Incentive**—Employees receive a salary differential for higher education or POST certificates: a) 2.5% for Associate's degree (AA/AS) or Intermediate POST certificate; b) 7.5% for Bachelor's degree (BA/BS) or Advanced POST certificate; or c) 10% for Master's degree (MA/MS/MBA)
- **Deferred Compensation Plans**—Employees may defer their eligible income not to exceed legally allowed limits.
- **Optional Benefits**—Supplemental Life / Accidental / Short Term Disability / Cancer Insurance plans available.

## CITY OF BELL GARDENS POLICE DEPARTMENT

We are committed to providing the highest level of service to the community, while working with the residents and our members, demonstrating professionalism, integrity and accountability. The Bell Gardens Police Department is comprised of the Communication Center, Gaming Unit, Parking Enforcement, Patrol Unit, Records Unit, and Traffic Unit.



## NOTICES

**BULLETIN PROVISIONS:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

**DISASTER SERVICE WORKER:** Under California Government Code, Chapter 8 of Division 4 of Title 1, Section 3100 and the City of Bell Gardens Municipal Code Chapter 2.34, all City employees are designated as official disaster workers in the event of a declared disaster. In a declared disaster, City employees may be required to report to work at times other than their regularly scheduled shifts and work extensive overtime during the emergency period.

**The City of Bell Gardens is an Equal Opportunity Employer.  
Women, Minorities and the Disabled are encouraged  
to apply for these positions.**