



## City of Salinas

# SALINAS POLICE DEPARTMENT

### POLICE RECRUIT (Entry-Level)

The Salinas Police Department invites motivated men and women seeking a challenging career in law enforcement to apply for the Police Recruit (Entry Level) position. This is an exciting opportunity for someone with the desire to serve the Salinas community and be a part of a hard working team. Police Recruits are paid \$29.59 an hour while attending the Police Academy. Upon successful completion of the academy, incumbents are promoted to the sworn Police Officer classification and earn a starting yearly salary of \$82,497, plus full benefits as provided by law and by Memorandum of Understanding (MOU) with the Salinas Police Officers Association (SPOA).

**THE DEPARTMENT:** The Salinas Police Department has an authorized staff of 174 sworn and 55 non-sworn personnel, with an annual budget of \$47 million. The Department is responsible for providing a full range of crime prevention and law enforcement services to a diverse community of approximately 161,042 residents. The Department responds to an average of 8,700 calls for service each month.

**THE POSITION:** Becoming a Salinas Police Officer represents an outstanding employment opportunity for dedicated and career-minded men and women.

A Police Officer under direction, utilizes specialized training and equipment to protect life and property by enforcing laws and preventing crimes. Performs related special assignments and other work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry level classification in the City's sworn police officer series. Police recruits are entry-level positions with little or no related training or experience required. Recruits must complete a State certified Police Academy prior to appointment to probationary status as a police officer. Academy graduates and lateral entry police officers are appointed to full probationary status at time of hire.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

**Patrol Division Assignment:** Operates a police vehicle, and/or walks a foot beat in patrolling an assigned area. Prevents crimes by communicating with and advising individuals and groups on residential and business district safety practices. Enforces State Penal and Vehicle Code Sections, and other state and local laws and regulations governing public safety. Responds to radio and telephone dispatches and handles activities at the scenes of crimes and other disorders. Investigates and prepares reports on arrests and impounded property. Contacts, questions, and interviews crime suspects, witnesses and other persons; searches and seizes contraband and other types of controlled property. Arrests, transports, supervises and assists in processing detainees and other individuals in custody. Trains in tactical and other departmental assignments, and performs related duties as assigned.

**Other Major Assignments:** Learns and implements investigative techniques and procedures. May conduct criminal, traffic, narcotic and vice investigations within the Department's Detective Division. Develops leads, apprehends and arrests suspects in connection with felony and misdemeanor crime investigations. Collects and preserves evidence. Patrols high incidence crime areas, utilizing undercover tools and techniques. Investigates and processes juvenile criminal offense matters. Performs community and public relations tasks to support Departmental crime prevention efforts. May perform the duties of Citizen Assistance Officer, as part of the City's and Police Chief's Community Oriented Policing Program. May operate a police motorcycle in the course of performing patrol duties as part of the Department's Motorcycle Unit. May perform the duties of a patrol officer in coordination with a trained canine partner, as part of the Department's Canine Unit. May perform crime prevention and investigation in middle and high schools in the Department's School Resource Program. Assists the Patrol Division as necessary and/or assigned.

**MINIMUM QUALIFICATIONS:** High school graduation equivalency or GED, successful completion of a Work Sample Test Battery with a minimum qualifying score of 320, a minimum T-Score of 48 on the California POST Entry Level Law Enforcement Test Battery or a minimum score of 65% video, 70% reading and 70% writing on the NTN. The City of Salinas will accept NTN results in place of the PELLETB. Certificates are valid within one year from the date that the tests were administered.

- ◆ High School diploma or GED
- ◆ Must be 20½ at time of application and 21 years of age at time of appointment
- ◆ Must be a U.S. citizen or have applied for citizenship before application
- ◆ Valid California Driver's License (by time of appointment to Police Recruit)
- ◆ South Bay - Work Sample Test Battery (WSTB) Certificate\*
- ◆ PELLETB minimum T-Score of 48, or NTN results with the following minimum scores: 65% video, 70% writing, and 70% reading\*
- ◆ DD-214 for Veterans\*

**\*REQUIRED DOCUMENTS:** Must be submitted at the time of application as a PDF file or via email to [maria.avila@ci.salinas.ca.us](mailto:maria.avila@ci.salinas.ca.us), or via fax to (831) 758-7941. Applications will be considered incomplete without required documents. Certificates must be valid within twelve months prior to application. All documents submitted become the property of the City of Salinas and will not be returned or photocopied. Please only submit the required documents requested; all other information will be discarded.

**APPLICATION PROCESS:** A City application must be completed on-line at: [www.calopps.org/city-of-salinas](http://www.calopps.org/city-of-salinas) This is a continuous recruitment. Only complete application packets will be reviewed.

**APPOINTMENTS:** Prior to appointment, all candidates must successfully complete a background investigation, polygraph examination, psychological evaluation, Chief's interview, meet the current Police Officer Standards and Testing (P.O.S.T.) medical standard for peace officers, and a drug & alcohol screening test. Candidates must meet the department's pre-employment policy regarding illegal use or possession of drugs. The City reserves the right to use alternate testing procedures if deemed necessary. Police Recruits have a probationary period of eighteen (18) months. **CITY COMMUNICATION REGARDING THE SELECTION PROCESS WILL BE VIA E-MAIL. PLEASE ENSURE THAT YOU HAVE ACCESS TO THE E-MAIL ON YOUR APPLICATION.** Finalist interview/assessment will be held with the City of Salinas.

**DRUG AND ALCOHOL POLICY:** Candidates offered employment must pass a pre-placement medical exam, which includes a drug and alcohol-screening test, prior to final appointment. Hiring decisions may be based upon the results of the pre-employment drug and alcohol screening. Positive samples are retained for 90 days from the date of notification. Applicants with a positive result must notify the City in writing prior to expiration of the 90 days to request retention beyond the 90-day period. A copy of the City's Drug and Alcohol Testing Policy is available upon request.

**VETERANS PREFERENCE:** A veteran is defined in accordance with California Government Code 18540.4. In order to exercise this preference, the veteran must submit the City's Veteran's Preference Application (found here: (<http://www.cityofsalinas.org/our-city-services/human-resources>)) and provide a copy of his/her DD-214 form at time of application as proof of military status. Failure to submit the required forms will be deemed a waiver of veteran's preference. Military veterans shall be given preference in initial appointment to City service. Further details can be obtained from the Human Resources Division, at 831-758-7254.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Salinas does not discriminate on the basis of race, color, national origin, ancestry, gender, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Salinas will make reasonable accommodation for the disabled. Requests for accommodation should include an explanation of the type and extent of accommodation needed to participate in the selection process and/or to perform the duties of the job for which they have applied. Requests can be submitted via mail to Human Resources, City Hall, 200 Lincoln Avenue, Salinas, CA 93901 or via facsimile transmittal (831) 758-7941.

Military Veterans, Women and local Salinas residents are encouraged to apply. Bilingual in Spanish is highly desired.

## **EMPLOYEE SALARY AND BENEFITS:**

**BASE SALARY:**                   **\$5,129 Monthly (While attending police academy)**  
   **\$39.66 - \$53.15 Hourly (After graduation from police academy)**  
   **\$6,874 - \$9,213 Monthly**  
   **\$82,497 - \$110,558 Annually**

### **Additional Pays:**

Bilingual Pay	5% of Base Pay		
Motorcycle Assignment	5% of Base Pay		
K9	5% of Base Pay		
Investigations	5% of Base Pay		
CSI	5% of Base Pay		
FTO	5% of Base Pay	Night Shift	\$20.00 Max Shift
Gang Detail	5% of Base Pay	Uniform Allowance	\$1,200.00 Max Year
Internal Affairs	5% of Base Pay	Tuition Assistance	\$500.00 Max Year
Longevity	Up to 8% of Base Pay	Fitness/Wellness	\$1,000.00 Max Year
Personnel & Training	5% of Base Pay		

**EDUCATIONAL ACHIEVEMENT PAY:** P.O.S.T. Intermediate Certificate 3.5%, P.O.S.T. Advanced 3.5%.  
(For employees at top step)

**ANNUAL LEAVE:** Accrued at a rate of 22 days per year for the first five years; 27 days through 10 years, with additional longevity increases.

**FLEX LEAVE BENEFIT:** One hundred twenty (120) hours per year. (10 hours accrued monthly)

**HOLIDAYS:** Twelve days plus one floating day for a total of thirteen per year.

**HEALTH INSURANCE:** POA members are covered under PORAC Plan. The City pays 100% for health premiums.

**RETIREMENT:** Membership in the California Public Employees Retirement System (CalPERS) varies on eligibility and current retirement contribution status. **Classic Members:** Retirement formula 3% @ 55, Member Contribution Rate 9%. **New Members:** Retirement formula 2.7% @ 57, Member Contribution Rate 12.75%

For a complete list of benefits and detail, visit [www.cityofsalinas.org](http://www.cityofsalinas.org) and review the MOU for Police Officers Association. Benefits are subject to change and do not constitute a contract.

## TESTING INFORMATION

Candidates must pass one of the below written examination:

- PELLETB: Complete the California P.O.S.T. Entry Level Law Enforcement Test Battery with a minimum Tscore of 48 or above. For more information or to register for this exam please visit [www.theacademy.ca.gov/tests](http://www.theacademy.ca.gov/tests)
- National Testing Network (NTN): Complete the National Testing Network Test with the following minimum scores: 65% video, 70% reading and 70% writing. For more information or to register for this exam, please visit [www.nationaltestingnetwork.com/publicsafetyjobs](http://www.nationaltestingnetwork.com/publicsafetyjobs) **Scores must be submitted to the Salinas Police Department online through the National Testing Network. We will not accept copies of scores.**

Candidates must also complete the P.O.S.T. Work Sample Battery Test with a score of 320 or higher. Please visit [www.theacademy.ca.gov/test](http://www.theacademy.ca.gov/test) to schedule an examination date.

The Work Sample Test Battery (WSTB) consists of:

- a. 99 yard obstacle course
- b. 32 foot body drag (165 lbs.)
- c. 6 foot chain link fence climb
- d. 6 foot solid wall climb
- e. 500 yard sprint
- f. 1.5 Mile Run

Please inform South Bay Regional Public Safety Training Consortium staff that you will be applying for the City of Salinas to allow extra time on the 1.5 mile run. The City of Salinas will accept PELLETB and WSTB results from other agencies whose exam consists of the same components. The applicant must provide verification on agency letterhead that states the applicants name, location of exam, examination date, type of exam, examination components and his/her results.

Once all required materials have been received and a fully completed application has been completed via CalOpps, all qualified applicants will receive a notification by email inviting them to the oral board exam.

Recruitment/testing questions can be addressed to Maria Avila at (831)758-7231 or [maria.avila@ci.salinas.ca.us](mailto:maria.avila@ci.salinas.ca.us). For specific law enforcement questions, contact Sergeant Dale Fors at (831)758-7120 or Officer David Poulin at (831)758-7122 or [davidpo@ci.salinas.ca.us](mailto:davidpo@ci.salinas.ca.us)

**Apply online at: [www.calopps.org/city-of-salinas](http://www.calopps.org/city-of-salinas)**  
***The City of Salinas Encourages Workforce Diversity and is an Equal Opportunity Employer***