



THE CITY OF
BERKELEY
CALIFORNIA



INVITES APPLICATIONS
FOR
POLICE OFFICER RECRUIT
\$5,933 (Base Monthly Salary)

AN EQUAL OPPORTUNITY EMPLOYER

THE CITY

The City of Berkeley, located on the east shore of San Francisco Bay, offers its 112,580 residents one of California's most interesting and diverse living areas. It is a city that is known for its ability to attract strong individuals with energy, tolerance, and flexibility as well as for its ability to encompass change without sacrificing either its essential character or the quality of life. The public marina, bay views, international shops and restaurants, and the University of California at Berkeley are but a few of its attractions.

THE POLICE DEPT

In partnership with a diverse community, the Berkeley Police Department is committed to the reduction of crime and traffic collisions; to providing professional, respectful, and courteous service with every contact; and to an open, transparent and accountable organization.

The department is divided into four divisions; **Operations** (Patrol, Community Services Bureau, and Bicycle Officers), **Investigations** (Detectives, Traffic, Special Enforcement Unit, and Crime Scene Unit), **Professional Standards** (Personnel & Training, Policy & Planning, Audit, Inspection, & Accreditation, and Jail) and **Support Services** (Communications and Records).

THE POSITION

Police Officer Recruit: This is the entry-level for persons who have not yet completed a CA P.O.S.T. certified police academy. Upon hire, Police Officer Recruits will be required to attend and successfully complete the CA P.O.S.T. police academy which is paid for by the City.

By the filing date, applicants must:

Be at least 20 ½ years of age; and
Have completed 60 semester or 90 quarter units of college coursework in police science, public administration, psychology or a related field.

Aside from having to meet the above requirements, California Government Code requires graduates of non-U.S. high schools to have passed a GED test, or possess a 2-year college degree. Defense Department high schools are considered U.S. high schools.

LETTER FROM THE POLICE CHIEF

On behalf of the men and women of the Police Department, I welcome you to our 2013 recruitment process. The Berkeley Police Department seeks ambitious men and women to join the BPD family and build a worthwhile career in a professional law enforcement organization. Our goal is to have a workforce that reflects the diversity found in the community so that we enhance our ability to understand and respond to a variety of service needs. Our team is made up of dedicated sworn and professional staff who are devoted to reducing crime, treating the community with respect and compassion, and holding ourselves accountable for our performance.

We encourage and welcome your participation in our 2013 recruitment process.

*Michael K. Meehan
Chief of Police*



At the time of appointment, candidates must:

- Be at least 21 years of age.
- Be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship. Pass medical and psychological tests and meet vision/color standards. (Vision 20/100 correctable to 20/30.)
- Possess a current, valid California Driver's License.





TESTING PROCESS

Tentative exam dates are as follows:

- **Information Day (Candidate Orientation Workshop)**
▶ July 20, 2013
- **Physical Ability Exam**
▶ August 1, 2013 and August 3, 2013
- **Written Exam**
▶ August 5, 2013 and August 10, 2013

The examination may consist of written, physical ability, and oral examinations. Following completion of all test phases, successful candidates will have their names entered on an Employment Eligible List which will be used by the Personnel and Training Unit of the City's Police Department to conduct final selection interviews.

The best-qualified candidates will be contacted by the Police Department for a background investigation. The background will include the verification of education, employment, military, criminal history, civil litigation, credit history, DMV records and personal history. Personal contacts will be made with relatives, friends, neighbors, landlords, employers and other associates. Candidates selected for a background investigation will be required to submit to a voice stress analysis test as part of the background investigation process.

Upon a bona-fide conditional job offer, candidates will be scheduled for medical and psychological evaluations. The medical includes pre-employment drug screening. The employment offer is contingent upon successful completion of these evaluations.



BENEFITS

Retirement:

California Public Employees' Retirement System

Premium pay:

10% for Field Training Officers, 2% Intermediate POST Certificate, & 2% Advance POST Certificate

Uniform Allowance:

\$1,400 annually

Deferred Compensation:

Employees may contribute up to the maximum allowable by law

Health & Dental:

The City provides full health and dental coverage for employees and eligible dependents including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer it's own retiree medical benefit.

Life Insurance:

City-paid life insurance coverage - \$100,000

Vacation :

Two to six weeks of vacation earned annually (accrual based on years of service).

Holidays:

Thirteen regular paid holidays and three floating holidays annually.

Sick Leave:

Employees earn twelve days of sick leave annually.

Y.M.C.A:

City-paid discount on membership.

DISCLAIMER

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to: typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

Employment background, academic degrees, licenses, certificates, and other credentials are subject to confirmation as part of the appointment process. Candidates considered for appointment will be required to undergo an extensive background investigation and successfully complete a thorough medical examination and pre-employment drug screening including a pre-employment psychological exam).

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.

HOW TO APPLY

OPEN: May 28, 2013

CLOSE: July 8, 2013

Applications and all other materials, certificates, licenses must be submitted via online application at:

www.CityofBerkeley.info/hr

Instructional materials for utilizing the online site are also available at the HR webpage.

Application materials must be received by the closing date (5pm). Postmarks will not be considered. No faxed applications will be accepted.

If you have further questions, or need further information or assistance, contact:

**The City of Berkeley
Human Resources Dept.
Phone: (510) 981- 6800
TTY#: (510) 981- 6903
hr@CityofBerkeley.info**

