

## HOW TO APPLY/SELECTION PROCESS

- ▶ Complete a City of Sonora "Application for Employment" form.
- ▶ A copy of a California P.O.S.T. Basic Certificate, a California P.O.S.T. Certificate of Academy Completion, or a letter confirming enrollment in the Academy must be attached to the completed application. **If you provide a confirming letter, you must furnish us a copy of your "Certificate of Academy Completion" prior to participating further in the testing process.**
- ▶ Practical Written Exercise: Weighted: Pass/Fail
- ▶ Oral Evaluation: Weighted: 100%
- ▶ Successful completion of an extensive and thorough background investigation.
- ▶ Medical Examination - Including Drug Screen.
- ▶ Psychological Examination - Pass/Fail.

Applicants must achieve a minimum score of 70% in order to be placed on an eligibility list.

Completed and signed application packets must be submitted to: **City of Sonora Administration/HR, 94 N. Washington Street, Sonora, CA 95370**

*The City reserves the right to utilize alternative testing methods if deemed necessary and reserves the right to cease the hiring process at any time.*

Information contained herein does not constitute an expressed or implied contract, as it is subject to change.

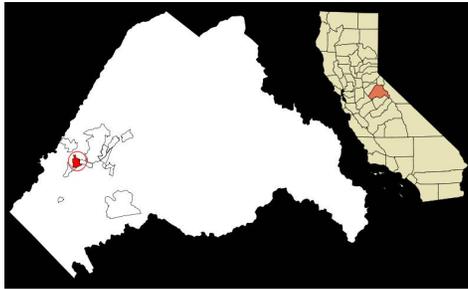
Pursuant to the Immigration Reform and Control Act of 1986, the appointed applicant will be required to verify s/he is a United States citizen or an alien that is authorized to work in the United States.

The City of Sonora will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced testing process. Applicants are asked to indicate their requests for accommodation with submittal of their application.

THE CITY OF SONORA IS AN EQUAL OPPORTUNITY EMPLOYER

## THE COMMUNITY

The City of Sonora was settled in 1848, making it one of the original gold rush towns in California. Sonora is the County Seat of Tuolumne County, with a population of approximately 4,800 and is the commercial center for the surrounding area. Our vibrant historic downtown area hosts a variety of retailers, services, restaurants and entertainment, and serves as a hub for many community events. Sonora is a family oriented community, with many recreational opportunities close by, such as Yosemite National Park, as well as numerous lakes and ski resorts. Beautifully located on the western slopes of the Sierra Nevada Mountains, we are within a two hour drive of Sacramento, San Francisco, and Fresno.



For Information on the City of Sonora, Tuolumne County, and the Surrounding Area:

[www.sonoraca.com](http://www.sonoraca.com)      [www.sonorapd.com](http://www.sonorapd.com)  
[www.tcchamber.com](http://www.tcchamber.com)      [www.tuolcoe.k12.ca.us](http://www.tuolcoe.k12.ca.us)  
[www.uniondemocrat.com](http://www.uniondemocrat.com)      [www.tcvb.com](http://www.tcvb.com)  
[www.mymotherlode.com](http://www.mymotherlode.com)

## APPLICATIONS AVAILABLE AT:

### City of Sonora, Administration

94 N. Washington Street, Sonora 95370  
(209) 588-8946 ~ 8:00 am - 4:00 pm (M-F)

### Police Department [www.sonorapd.com](http://www.sonorapd.com)

100 S. Green Street, Sonora 95370  
(209) 532-8143 ~ 8:00 am - 5:00 pm (M-F)

or at [www.sonoraca.com](http://www.sonoraca.com)

**Faxed or E-Mailed Completed Applications Will Not Be Accepted**

# CITY OF SONORA Police Department

[www.sonorapd.com](http://www.sonorapd.com)

# POLICE OFFICER ENTRY & LATERAL

## **CONTINUOUS FILING**

Applications will be accepted on a continuous basis. However, recruitment may close at any time.

**Testing Will Be Conducted Periodically, Based On The Needs Of The Department As Determined By The Chief of Police.**



**Base Salary: \$4378 - \$5321 month**

*May be appointed above Step A, depending on qualifications/experience.*

**Additional Pay Incentives Include (not reflected in Base Salary above):**

- ▶ 2.5% for POST Intermediate Certificate
- ▶ 5.0% for POST Advanced Certificate
- ▶ 2.5% for each Educational Degrees: Associates / Bachelors / Masters
- ▶ 5.0% for Special Assignments: Investigator / Computer Network Manager / Field Training Officer / Traffic Officer

## Sonora Police Department's Mission Statement

The mission of the Sonora Police Department is to provide the community and visitors with the highest quality of law enforcement services. We continually improve the public's perception of community safety through eradication of criminal activity and any conditions that have a detrimental impact on public safety. The Department will accomplish this task while using the Community Oriented Policing and Problem Solving (COPPS) model. Providing this service to the public will be conducted in an efficient and effective manner, consistent with statutory authority, available budgeted resources and professional skills. The Department recognizes its members as its most valuable resource and will strive to maintain the quality of public service through committed leadership, supervisory direction, career development, succession planning and training.

### SPECIAL REQUIREMENTS

1. Possession of a valid Class C California Drivers License and a good driving record.

### BENEFITS

CalPERS 3% @ 50 (*classic*) or 2.7% @ 57 (*new*); Uniform Allowance; Medical/Dental/Vision/Life, plus LTD for employee only; Employee/Dependents Insurance Premiums Paid by City (except Life/ LTD); Credit Unions; Deferred Compensation Plans; Down Payment Assistance Program; Computer Purchase Plan; Vacation/Sick Leave/Holiday-In-Lieu Leave Accruals; Longevity Pay.

**Background Investigation:** Applicant must successfully complete an extensive and thorough background investigation.

**Medical Examination:** Once a conditional offer of employment has been made and accepted, a medical examination (*including drug screen*) and a psychological examination (*Pass/Fail*) will be conducted at City expense. If either examination provides substantive evidence that the employee's physical or psychological health will provide an undue hardship for the City, and that reasonable accommodation cannot be made, and the undue hardship will persist, the City has the authority to withdraw the employment offer. You are cautioned not to quit or give notice to present employers until both examinations have been completed and successfully passed.

**Appointment:** All new employees are required to take the loyalty oath, as required by the State of California, and to be fingerprinted prior to employment.

**Salary:** Appointments are normally made at the first step (A), but may be made at Step A through D, depending on qualifications/experience. Increases will be granted after each year, based on a satisfactory performance evaluation and approval by the City Administrator, until the maximum step of salary range is reached.

**Work Schedule:** Officers work 10.0 hour shifts, 4 shifts per week.

**Probation:** 18 month probation. The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work performance. Upon successful completion of the probationary period, an employee will become a regular, permanent employee. Upon successful completion of probation, a salary increase to the next step will be made retro-active to the anniversary date.

### Education/Experience

All applicants must possess a high school diploma or a G.E.D. In addition:

**Entry:** Possess a valid and active California P.O.S.T. Certificate of Academy Completion by recruitment's testing date; or

**Lateral:** Possess a valid and active California P.O.S.T. "Basic Certificate" by recruitment's closing date and be currently employed with a California Law Enforcement Agency.

### THE POSITION

Under the general supervision of a Police Sergeant, a Police Officer patrols an assigned area in a radio car, other vehicles, or on foot; answers calls for the protection of life and property and the enforcement of City, County, and State laws; stops drivers operating vehicles in violation of laws; warns drivers against unlawful practices and issues citations; observes an assigned area for suspicious activity and unsafe conditions; conducts preliminary investigations at the scene of accidents and crimes; regulates vehicle flow at times of emergencies or congestion; gives information and directions to the public; serves warrants and subpoenas; administers first-aid; prepares reports of arrests made, investigations conducted, and unusual incidents observed; performs security checks of buildings; testifies in court; and any other duties, as assigned.

Must have the ability to observe accurately and remember names, faces, numbers, incidents and places; use and care for firearms; think and act quickly in emergencies and judge people and situations accurately; learn, understand, and interpret laws and regulations; prepare grammatically correct written reports; operate a computer keyboard; learn standard broadcasting procedures of police radio system; establish and maintain cooperative working relationships with other law enforcement agencies, City personnel, and the general public; understand and carry out oral and written directions; meet standard physical endurance and agility requirements established by the City.

For a complete copy of the job description for this classification, go to the City's website at [www.sonoraca.com](http://www.sonoraca.com) under HR/Employment (HR link) or you can request that a copy be mailed to you by contacting HR at (209) 588-8946.