



## CITRUS HEIGHTS POLICE DEPARTMENT



### Police Officer –Recruitment

**SALARY: \$33.3224 - \$43.2014/hourly**

**Open and Continuous  
Actively Screening and Interviewing as Received**

#### The Department

Working at the award-winning Citrus Heights Police Department is all about strong character – yours and ours. Our reputation and ability to effectively serve our community is built on the words, actions, and habits of our department members. We have built a culture rooted in professionalism, honor, and outreach; where innovation and fresh ideas are welcomed. If you seek a place where you will be surrounded by officers of strong character, high-paced law enforcement, 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.

#### The Position

The CHPD provides an extensive variety of law enforcement services to the community. We are actively seeking Police Officers who are committed to the vision of pioneering a new way of premier policing. Citrus Heights has built an agency where patrol officers enjoy building relationships with the community and are supported by visionary leadership. CHPD officers are enhanced by advanced technology and quality equipment and vehicles. The major thoroughfares coursing through our city make traffic management a vital responsibility of all officers. In addition to a fast-paced patrol division, the department has regular opportunities for special assignments, including Traffic, Investigations, School Resource, POP, K9, SWAT, Bike, Field Training, Defensive Tactics, Firearms, Special Investigations, Domestic Violence Response, Small UAV Pilots, Crisis Negotiators, Honor Guard, Bait, Juvenile Investigations and more! We are committed to the wellness of our officers as demonstrated by our on-duty workout program and the CHPD Running, Softball, and Basketball teams. Our officers also enjoy investing in our community's youth through the Explorer Program and Citrus Heights Police Activities League, coaching a variety of sports and activities.

#### Unique Shift Schedule

A career as a Police Officer assigned to patrol is demanding. We recognize this and want our officers to truly experience work/life balance. We have strategically incorporated these values into the benefits and work schedule programs outlined. Officers are scheduled on 10 or 12.5 hour shifts, depending on their assignment, including a regular training day. The crown jewel of our schedule is the Mini-Sabbatical which allows patrol officers to annually receive four consecutive weeks of paid time off; that's in addition to vacation time. That is a month off every year to spend with family! For us, it's family first.

#### Ideal Candidate

At the Citrus Heights Police Department, we have created a place where conviction and character count; where performance and excellence are celebrated and rewarded; 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.

You are an ideal candidate if you are seeking a character-based agency, and have these attributes:

- Ability to interpret, apply and make decisions based on federal, state and local laws, policies and regulations.
- Experience in law enforcement programs including patrol, investigations, or special operations.
- Motivation to foster change in the community through commitment to professional enforcement practices.
- Excellent communication and collaboration skills.
- Ability to recognize and apply alternative solutions to problems, and make legal, logical and critical decisions in emergencies while working in a stressful environment.
- A public servant's heart with an understanding of community-oriented policing and its application.
- Clear thought and ability to perform in critical decision-making in emergency situations, while remaining calm.
- Treatment of all people encountered, equally and with respect, while seeking to understand another's view.
- Ability to thrive in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Ideas, innovation and inspiration to find "a better way" by viewing issues or problems as opportunities versus obstacles.
- Focused work effort to carry out the service philosophy of actively listening, addressing concerns, and providing services that exceed customer expectations.

### **Benefits**

The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of accrued Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance and if qualifying alternative group health coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, employee life and long-term disability insurance.

The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI). In addition, officers assigned to the Patrol Division receive 4 weeks of paid Mini-Sabbatical each year. Officers have the ability to earn up to an additional 5% as a Detective – retaining the additional pay once the assignment is complete. The probationary period for this position is 18 months.

**Recruitment Incentives:** Individuals hired into police-specialized job classifications will accrue Annual Leave based on their years of service with their most recent public sector, law enforcement employer. In addition, a one-time Relocation Award of \$1,500 is available if an employee lives more than 60 miles away from Citrus Heights and as long as the employee relocated to the Sacramento area after submitting their application for employment with Citrus Heights.

### **Minimum Qualifications**

- **Experience and Training:** One-year experience in a municipal or general law enforcement agency **with six months of recent patrol experience or graduation from a P.O.S.T. approved basic academy.** (Applications from current Academy attendees may be accepted if within 90 days of graduation.)
  - **Education:** Equivalent to graduation from high school.
  - **Certifications:** Possession of a California Basic P.O.S.T. Certificate\*
  - **License:** Possession of a valid California Driver's License at time of appointment
- Applicants with break in Service or out of state:**
- **Officers with three or more years "break in service" from a P.O.S.T certified agency:** Please provide a copy of your completed P.O.S.T Requalification certificate\*
  - **Out-of-state officers:** Please provide a copy of your California P.O.S.T Basic Course Waiver\* or completed California P.O.S.T Basic Course certificate\*

\*For more information on the above waiver/certificates, please go to <http://www.post.ca.gov>.

## Application Process

To be considered for this position you must submit a completed, Employment Application **and** the Supplemental Questionnaire with detailed, thoughtful responses. 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](http://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 you may request these materials by calling the City’s Recruitment Jobline at (916) 727- 4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials to: City of Citrus Heights; Attention: Police Officer 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 forward 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](mailto:joinchpd@citrusheights.net) or go to [www.joinchpd.net](http://www.joinchpd.net)



**CITRUS HEIGHTS POLICE DEPARTMENT – PROVIDING PREMIER 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 (FEHA), 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.*