



# CITY OF SAN RAMON

## *Invites Applications For*

### **POLICE OFFICER – LATERAL**

Police Department

Full-time Position (37.5 hours per week)

**Base Salary Range:** \$7,212.15 - \$9,014.64 per month

**Interested?** [Click here to apply](#)

**The Recruitment is Open until Filled**

#### **THE POSITION**

The Police Officer is responsible for a wide range of patrol and other related duties involving the prevention of crime, the protection of life/property, and the enforcement of laws.

#### **DUTIES AND RESPONSIBILITIES**

Patrols City within assigned area to secure life and property; observes situations; reports suspicious or criminal activity, hazardous conditions, and deters crime by providing high visibility. Responds to emergency calls, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents. Resolves problems, diffuses situations, enforces laws and ordinances, and provides information and assistance to the public. Observes, monitors, and controls routine and unusual traffic situations; issues warnings and citations as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations. Makes arrests, transports for medical clearance and/or booking as required, serves warrants and subpoenas, secures crime scenes, collects and preserves evidence; interviews suspects, victims and witnesses. Performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support. Assists the City Attorney or District Attorney on cases and testifies in court when necessary. Prepares reports; prepares and maintains logs, records and accurate files. May assist in conducting special studies of crime prevention and performs other related duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transportation of suspects; rules of evidence regarding search and seizure and the preservation of evidence; interpreting, applying and explaining applicable laws, codes, ordinances, court decisions and departmental rules and regulations; safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents and impact weapons.

**Ability to:** Observe accurately, recall faces, names, descriptive characteristics, facts of incidents and places; prepare clear, accurate and grammatically correct reports, records and other written materials; make sound, independent decisions in emergency situations; operate equipment in a safe and responsible manner; work in a standard office setting, read printed materials, computer screens, and enter information into a computer with sufficient speed and accuracy to perform the work; communicate in person, before groups, on the telephone and on the radio; identify and be responsive to community issues, concerns and needs; operate a motor vehicle in a safe manner under patrol and emergency conditions. Must be willing to work overtime, extended shifts, evenings, nights, weekends and holidays, both indoors and outside. May be called back in emergency situations, and at times be exposed to dangerous situations and all weather conditions.

#### **BENEFITS**

The City's excellent benefit package includes CalPERS retirement; medical, dental and vision plans; 12 days of vacation with 1-4 years of service; adoption benefits; 12 days sick leave annually; long term disability; employee assistance program; group and supplemental life insurance; and retiree health savings plan. The Police Officer classification is represented by the Police Officers' Association (POA). Please visit [www.sanramon.ca.gov/employ/images/matrix.pdf](http://www.sanramon.ca.gov/employ/images/matrix.pdf) for more information.

## MINIMUM REQUIREMENTS

- **POST Basic Certificate.** The Basic Certificate is awarded, as defined in Regulation 1011 to currently full-time peace officers of a POST-participating agency who have satisfactorily completed the prerequisite Basic Course requirement and the employing agency's probationary period.
- Must be at least 21 years of age at the time of employment and have no state or federal convictions for a crime punishable by imprisonment in a federal penitentiary or state prison; and
- Must possess a combination of education equivalent to graduation from High School; possess a valid Class C driver's license; have a good driving record and perform at minimal physical standards which include mobility, physical strength and stamina to respond to emergency situations and apprehend suspects, lift, push or pull individuals or objects weighing up to 100 pounds.

## THE SELECTION PROCESS

Interested individuals must complete an application online at [www.calopps.org/ViewAgencyJob.cfm?ID=24231](http://www.calopps.org/ViewAgencyJob.cfm?ID=24231) and include a comprehensive resume. The most qualified applicants, as determined by initial screening of applications, will be invited to participate in an interview process that may consist of both written and oral portions.

The recruitment will remain open until filled.

**Police Department Website:** [www.sanramon.ca.gov/police/](http://www.sanramon.ca.gov/police/)

**Official Job Classification:** [www.sanramon.ca.gov/employ/classspec/des-compspec.html](http://www.sanramon.ca.gov/employ/classspec/des-compspec.html)

**Benefits Matrix:** [www.sanramon.ca.gov/employ/images/matrix.pdf](http://www.sanramon.ca.gov/employ/images/matrix.pdf)

The City of San Ramon is an equal opportunity employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with the Americans with Disabilities Act, should special accommodations be necessary at any stage of the selection process, please contact the Human Resources Division at (925) 973-2523.

*Information contained herein is subject to change without notice.*