



Employment Opportunity

3660 D STREET, LA VERNE, CALIFORNIA 91750

POLICE RECRUIT TRAINEE

SALARY RANGE: *Police Recruit Trainee \$62,410 - \$75,859
3/12 schedule

*Upon initial appointment and during academy training, individuals are classified as non-safety (civilian) Police Recruit Trainees. Upon Academy graduation, individuals are appointed to the sworn safety classification of Police Officer.

THE CITY

The City of La Verne strives to maintain a full range of efficient municipal services to preserve our hometown charm and quality of life while being responsive to the community's current and emerging needs. La Verne is a city of more than 30,000 residents and a well-balanced community with a mix of residential, commercial, and industrial features. La Verne maintains a council-manager form of government. Residents elect a mayor and four (4) council members at large to represent them. La Verne is a close-knit community that is home to many outstanding institutions and facilities which include the University of La Verne (founded in 1891), Brackett Airport, and public and private schools. As one of the most desirable communities in metropolitan Southern California, La Verne is a progressive city that has retained much of its small-town charm.



QUALIFICATIONS



Age: Must be at least 21 years of age at time of appointment

Education and Experience: Graduation from high school or equivalent and some college level coursework and/or exposure to law enforcement operations.

Citizenship: US Citizenship required or must have applied for citizenship within the past 12 months.

Driver's License: At the time of appointment, each candidate must possess a valid California driver's license.

Tobacco Use Policy: Upon appointment, candidates must sign a statement agreeing, as a condition of continued employment with the City of La Verne, that they will not use tobacco products regularly (defined as more than once monthly) either on or off duty.

BENEFITS

- Up to \$1,300 monthly toward family medical coverage
- Contribution toward dental plan
- Extensive professional training program including specialized detail assignments (L.A. I.M.P.A.C.T., T.R.A.P., K9, Motors, SWAT, Detectives, Drone Operator, Homeless Outreach Services Team, School Resource Officer, Crisis Negotiation Team, Major Accident Investigation Team)
- Special Assignment pay
- Firearms Proficiency: Up to \$125 per month
- CalPERS Pension Reform Formula 2.7% @ 57 (Employee contribution 12% annual salary)
- Bilingual pay: \$100 monthly stipend available to qualifying officers after a minimum of six months' service
- City-paid life and long-term disability insurance benefit
- Vacation leave accrual based on years of service, up to 200 hours per year
- Holiday pay – 80 hours per year plus time and one-half for actual hours worked on a holiday
- Accrual of 8 hours of sick leave per month
- Uniform allowance: \$900 per year
- Annual gym membership reimbursement up to \$250
- Education Incentive Pay: 5% to 10% based on accumulated units, degrees, or P.O.S.T. certificates
- 5% Field Training Officer Pay



SELECTION PROCESS

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in the selection process, which may include a combination of physical agility test, written exercise, panel interview, or other testing deemed appropriate.

Prior to hire, successful candidates will also be required to undergo a thorough background investigation. The background investigation will include a comprehensive investigation of candidate background, education and employment history (including a credit, criminal and DMV review), a polygraph examination, a psychological examination, and a medical examination (including drug screen).

Appointments are subject to an 18-month probationary period once appointed to Police Officer.

APPLICATION PROCESS

A completed City of La Verne Application must be filed with the City of La Verne Personnel Office. Applications are available at www.cityoflaverne.org (click on this job title under “Employment Opportunities”) or at City Hall (3660 D Street, La Verne CA).

If viewing this job announcement at the City of La Verne website (www.cityoflaverne.org), an application is bundled with this PDF. Due to browser compatibility issues, save PDF to desktop before filling it in. Save completed application before e-mailing as attachment to hr@cityoflaverne.org.

DEADLINE FOR RECEIPT OF COMPLETED APPLICATION: 5 p.m. – Wednesday, October 23, 2019.

As required by state law, the City provides consideration for veterans who served during military actions. Eligible veterans should notify Personnel **in writing** at the time of application.

Under Federal law, employees must contribute 1.45% of their gross monthly earnings for Medicare coverage. The City will match the employee's contribution.

In compliance with the Americans with Disabilities Act (ADA), if special assistance to participate in this recruitment is needed, contact the Personnel Office.

The City recruits and hires without regard to race, color, religion, physical disability or condition, sexual orientation, gender, age, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

The City of La Verne hires only United States citizens or lawfully authorized aliens. The provisions of this bulletin do not constitute an express or implied contract.

Any provision contained in this bulletin may be modified or revoked without further notice.

Social Security (FICA) taxes are not deducted as the City of La Verne participates in CalPERS in lieu of the Social Security system. The City of La Verne offers an excellent benefit package.

PERSONNEL OFFICE (909) 596-8726
Website: www.cityoflaverne.org
Equal Opportunity Employer

CITY OF LA VERNE

APPLICATION FOR EMPLOYMENT – Sworn

Personnel Office
3660 D STREET • LA VERNE, CALIFORNIA 91750-3599
AN EQUAL EMPLOYMENT OPPORTUNITY

APPLICATION FOR POSITION OF: **Police Recruit Trainee**

GENERAL BACKGROUND INFORMATION

NAME: _____

LAST
FIRST
MIDDLE

ADDRESS: _____

NUMBER AND STREET
APT. NO.

CITY STATE ZIP CODE

EMAIL ADDRESS: _____

HOME PHONE: _____

AREA CODE

CELL PHONE: _____

AREA CODE

THIS SECTION NOT FOR
ELECTRONIC SUBMISSION

SOCIAL SECURITY NUMBER: _____
 DRIVER'S LICENSE NUMBER: _____ EXPIRATION DATE: _____

PLEASE LIST ANY OTHER NAMES YOU HAVE USED FOR WORK OR EDUCATION RECORDS:

IN AN EMERGENCY, NOTIFY: _____

NAME

ADDRESS CITY STATE ZIP CODE TELEPHONE

IF "YES" TO ANY OF THE FOLLOWING QUESTIONS (A THROUGH E), PLEASE EXPLAIN UNDER "REMARKS" BELOW.

- a. HAVE YOU EVER BEEN FIRED OR FORCED TO RESIGN FROM A POSITION? YES NO
- b. DO YOU HAVE ANY PHYSICAL OR MENTAL CONDITION OR HANDICAP WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB APPLIED FOR? IF YES WHAT CAN BE DONE TO ACCOMMODATE YOUR LIMITATION? YES NO
- c. HAVE YOU EVER BEEN CONVICTED OF A FELONY, OR A MISDEMEANOR OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, WHEN, WHERE AND DISPOSITION OF CASE? YES NO
- d. HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF LA VERNE? YES NO
- e. ARE ANY OF YOUR RELATIVES EMPLOYED BY THE CITY OF LA VERNE? YES NO

A "YES" ANSWER TO ANY OF THE ABOVE QUESTIONS WILL NOT AUTOMATICALLY DISQUALIFY THIS APPLICATION FROM FURTHER CONSIDERATION. FALSE ANSWERS MAY BE CAUSE OF DISQUALIFICATION OR DISMISSAL.

REMARKS

- f. ARE YOU OVER 18 YEARS OF AGE? YES NO
- g. DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH, FLUENTLY? YES NO
 IF SO, PLEASE SPECIFY: _____
- h. WHAT WRITTEN PROOF OF LEGAL RESIDENCE CAN YOU SUBMIT TO SHOW THAT YOU ARE ENTITLED TO WORK IN THE UNITED STATES? (e.g., birth certificate, certificate of naturalization, U. S. passport, work visa, resident alien card, or social security card **PLUS** driver's license.) _____

EDUCATION

ARE YOU A HIGH SCHOOL GRADUATE? IF NOT, DO YOU POSSESS A GED OR HIGH SCHOOL EQUIVALENCY?
 YES NO YES NO

HIGHEST GRADE COMPLETED:

NAMES, LOCATIONS & DATES OF ALL COLLEGES AND UNIVERSITIES ATTENDED: FULL OR PART TIME: NO. OF UNITS EARNED: MAJOR SUBJECT: DEGREE OR CERTIFICATE:

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EMPLOYMENT HISTORY

LIST ALL JOBS YOU HAVE HELD WITHIN THE LAST TEN YEARS. START WITH YOUR PRESENT OR MOST RECENT POSITION. IF ADDITIONAL SPACE IS NEEDED, SUBMIT AN ADDITIONAL DOCUMENT. **THIS SECTION MUST BE FULLY COMPLETED.**

FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		
FROM (MO/YR)	COMPANY NAME	PHONE
TO (MO/YR)	COMPANY ADDRESS	NAME & TITLE OF SUPERVISOR
HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		
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HOURS WORKED/WEEK	TITLE OF POSITION	
REASON FOR LEAVING		
DESCRIPTION OF DUTIES		

REMARKS

PROVIDE THE FOLLOWING REQUESTED INFORMATION ON AT LEAST TWO RELIABLE PERSONS, OTHER THAN RELATIVES, WHO ARE SUFFICIENTLY FAMILIAR WITH YOUR QUALIFICATIONS AND CHARACTER TO FURNISH DEFINITE INFORMATION ABOUT YOU.

NAME _____ OCCUPATION _____

TELEPHONE _____ ADDRESS _____ CITY _____

NAME _____ OCCUPATION _____

TELEPHONE _____ ADDRESS _____ CITY _____

SELF-CERTIFICATION OF SKILLS

PLEASE LIST ANY EQUIPMENT, SOFTWARE, MECHANICAL AIDS (RELEVANT TO YOUR POSITION) YOU HAVE USED AND LEVEL OF PROFICIENCY (e.g. WPM):

CERTIFICATE OF APPLICANT

"I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION AND ATTACHMENTS ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE THE CITY OF LA VERNE TO MAKE INVESTIGATIONS AND INQUIRIES THAT ARE LIMITED TO THE REQUIREMENTS FOR THIS POSITION, OF MY EMPLOYMENT, FINANCIAL AND MEDICAL HISTORY AND OTHER RELATED MATTERS, AS THEY RELATE TO THE REQUIREMENTS OF THE POSITION FOR WHICH I AM APPLYING. IN ARRIVING AT AN EMPLOYMENT DECISION, I HEREBY RELEASE EMPLOYERS, SCHOOLS OR PERSONS FROM ANY LIABILITY IN RESPONDING TO INQUIRIES IN CONNECTION WITH MY APPLICATION. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR ANY STEP IN THE EMPLOYMENT SELECTION PROCESS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL. I FURTHER UNDERSTAND THAT AN APPOINTMENT TO THIS POSITION IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A PHYSICAL EXAMINATION AND BACKGROUND CHECK. I UNDERSTAND ALSO THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY OF LA VERNE." I UNDERSTAND THAT IF DURING THE RECRUITMENT PROCESS ANY CHANGES OCCUR IN THE INFORMATION PROVIDED, I MUST NOTIFY THE CITY.

SIGNATURE: _____ DATE: _____