



**CITY OF SHAFTER**  
invites applications for the position of:

## **Police Officer Lateral / Academy Graduate**

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**SALARY:** \$26.33 - \$32.01 Hourly  
\$2,106.00 - \$2,561.00 Biweekly  
\$54,756.00 - \$66,586.00 Annually

**OPENING DATE:** 02/24/22

**CLOSING DATE:** Continuous

**OBJECTIVE:**

Under general supervision, perform a wide variety of peace officer duties in a community-oriented approach, involving the protection of life and property, enforcement of laws and ordinances, criminal investigation, crime prevention and suppression, case preparation, testimony, traffic enforcement and performs other related work as assigned.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- In a community-oriented approach, preserve the peace of the community by acting as a first responder and protecting people and their properties.
- Communicate with the public to resolve problems; address emergencies and provide law enforcement information.
- Patrol assigned areas and take appropriate courses of action such as interviewing suspects and witnesses; make arrests; detain individuals and serving warrants.
- Monitor traffic; ensure drivers are displaying safe behavior and enforce road regulations.
- Prepare traffic, investigative, and incident reports, as well as preparing documents for booked prisoners, prisoner count on a daily basis.
- Conduct preliminary and follow-up investigative duties, including undercover work.
- Inspect homes, vehicles, and individuals for weapons, narcotics, stolen objects/materials, and illegal substances.
- Coordinate crime scene control and investigation, including interviews and interrogations, and identification of witnesses; collects and preserves evidence; make arrest and book arrestees in the jail facility.
- Prepare and document cases; complete accurate reports and records, prepare and maintain other related logs and records.
- Conduct surveillance and searches; attend court hearings and trials to present evidence or testimony if necessary.
- Develop contacts and sources and follow up on same; participate in special details and assignments.
- Provide emergency aid and assistance to incapacitated persons and requests additional response.
- May be responsible for special assignments.
- Inspect and ensure assigned police vehicle is maintained in good and safe operating condition at all times; Maintain proper care and usage of all equipment, including reporting lost or damaged equipment.
- Facilitate a variety of specialized trainings to new and current officers, including range qualification trainings.
- Stay current on weapon and emergency protocols and regulations.

- Communicate with other agencies to provide information; address concerns; and resolve any issues.

## **MINIMUM REQUIREMENTS:**

**Police Academy Graduate:** Must have graduated from a California Peace Officer Standards and Training (P.O.S.T) certified Basic Peace Officer Academy within the last (3) three years or scheduled to graduate the academy within the next two months.

**Police Officer Lateral:** Minimum of two years patrol is highly desirable.

### **All applicants must meet the following:**

- Must be 21 years of age.
- High School diploma or equivalent.
- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.
- Minimum of two years patrol experience is highly desired.
- Must meet physical, psychological, and background standards.
- California Class C Driver's License with good Driving Record.
- Posses California Basic Peace Officer Standards on Training Certificate.
- Ability to work varied shifts, which include days, evenings, nights, weekends and holidays.

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

- Knowledge in basic law enforcement terminology and concepts; techniques for dealing with people of all socio-economic levels under hostile and emergency situations; safety practices and precautions pertaining to the work.
- Good communication skills to effectively convey ideas, both written and oral.
- Skill to evaluate or make independent decisions, based on experience or knowledge, without supervision and within the guidelines of departmental policies and procedures.
- Strong time management skills in order to meet deadlines
- Ability to identify problems and opportunities, review possible alternative courses of actions before selecting one, utilizing information resources available when making decisions.
- Ability to develop feasible solutions to problems, recommend actions, designed to prevent problems from occurring, and refer problems to upper management when necessary.
- Ability to develop long-range plans to solve complex problems or take advantage of opportunities, establish systematic methods of accomplishing goals.
- Ability to effectively read and understand information contained in memos, reports, and bulletins.
- Ability to comprehend and to follow instructions, including verbal and written instructions from supervisor.
- Ability to maintain interpersonal relationships which encourage openness, candor and trust.
- Ability to work in a diverse team environment.
- Possess good judgment, dependability, adaptability and punctuality.
- Mathematical ability to calculate basic arithmetic problems without the aid of a calculator.

**Application Process:** Incomplete applications will be rejected. Application packets must contain the following:

1. City of Shafter Employment Application

2. Copy of Basic Peace Officer Standards on Training Certificate if applying for Police Officer Lateral
3. Proof of Police Academy graduation date

**Selection Process:** The following are steps in the selection process. Candidates must pass each step before proceeding to the next step:

1. Submit complete employment application packet, as listed in the Application Process
2. Chief's Oral Interview.
3. Name Placed on Eligibility List.
4. Background Investigation; includes Polygraph.
5. Conditional Offer.
6. Medical, Drug and Functional Capacity Examinations.
7. Psychological Examination.
8. Formal Offer.
9. Begin Employment.
10. 12-month Probation

**Background Investigation:**

This position is exempt from California Assembly Bill No. 1008 Employment Discrimination: Conviction History, pursuant to California Government Code Section 12952(d)(2). A thorough background investigation is required prior to making a conditional offer. Conviction of a felony offense, a misdemeanor domestic violence offense or any offense which resulted from a domestic violence incident is disqualifying. Prior drug use, adverse work history or negative law enforcement contact may be disqualifying. Adverse credit history is not typically disqualifying on its own.

**The City of Shafter is an Equal Employment Opportunity Employer. If you have a disability for which you may need a reasonable accommodation, contact the Human Resources Department at (661) 746-5003 or [hr@shafter.com](mailto:hr@shafter.com).**

**All City of Shafter employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109). As Disaster Service Workers, all City employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.shafter.com/employment>

Position #04  
POLICE OFFICER LATERAL / ACADEMY GRADUATE  
LB

336 PACIFIC AVE  
Shafter, CA 93263  
661 746-5003

[HR@shafter.com](mailto:HR@shafter.com)

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