



City of Long Beach Employment Opportunity

POLICE OFFICER - LATERAL

Job Number: 32

SALARY RANGE:

\$2,440.32 to \$3,021.84 Biweekly
\$5,306.00 to \$6,570.00 Monthly

Applications available: 7:30 a.m. to 4:30 p.m., June 1, 2010 through September 30, 2010. Completed applications and supplemental applications must be received in the Civil Service Department by 4:30 p.m., September 30, 2010. Postmarks will not be accepted. Online applications are encouraged.

REQUIREMENTS TO FILE: Applicants must meet one of the following options, A or B:

A. Lateral Entry – Police Officer

California Applicants: At least one continuous year of experience in the State of California as a Peace Officer, as defined by California Penal Code Section 830-832.17, within the last two years and possession of the Basic POST Certificate issued by the State of California (proof required)*.

Out of State Applicants: At least one continuous year of sworn general law enforcement experience within the last two years and possession of the Basic Course Waiver (BCW) from the California Commission on Peace Officer Standards and Training (POST) (proof required)*. OR

B. Lateral Entry – Reserve Officer

Current status as a reserve officer in the State of California, possession of the POST Level 1 Certificate issued by the State of California (proof required)* and completion of 2000 paid or volunteer hours.

All applicants must meet the following BASIC requirements at the time of filing:

1. U.S. high school graduation or G.E.D. equivalency.
2. Twenty years of age or older.
3. A valid driver's license.

Applicant must be a citizen of the United States or have applied for citizenship; weight must be in proportion to height, muscular development and skeletal structure; vision should be correctable to 20/20; must have normal color vision and hearing; must not have been convicted by any State or the Federal government of any crime for which punishment would have been imprisonment in a Federal or state penitentiary.

Applicant must have the ability to read, comprehend and retain technical training materials; have good observation and writing skills; have good communication skills, human relations skills, and decision-making ability; have the ability to endure periods of strenuous physical activity requiring good balance, coordination, flexibility and strength.

DESIRABLE QUALIFICATIONS: Recent college coursework in related field is desirable. Bilingual skills in English/Spanish or English/Southeast Asian languages are highly desirable.

*Applications will not be processed until all required proofs are received. Any required proofs such as diplomas, licenses or certificates, must be received in the Civil Service Department by 11:59 p.m., October 5, 2010. Documents may be uploaded to the online application, submitted in person, emailed to civilservice@longbeach.gov or faxed to (562) 570-5293.

EXAMPLES OF DUTIES: Patrols an assigned area by car, foot, or motorcycle to maintain law and order; regulates traffic; responds to radio and telephone dispatches; investigates unusual or suspicious conditions, traffic accidents and complaints; makes arrests, guards prisoners and questions suspects; issues citations and serves subpoenas and warrants; investigates or assists in investigating vice conditions, crimes reported or persons arrested; prepares evidence and appears in court; administers first aid and renders assistance to the injured; reports unsafe or hazardous conditions; prepares log of activities and keeps records; may act as radio dispatcher or jailer; assists in administrative and operational activities; and performs other related duties as required.

SELECTION PROCEDURE: This examination will be conducted using the continuous, non-competitive exam procedure. All applicants meeting both the Basic and Lateral Entry – Police or Lateral Entry – Reserve Officer minimum requirements to file will be placed on the eligible list, with those receiving veteran's credits first, and then in order in which applications were filed. Screening of candidates will be conducted on the basis of applications submitted. As vacancies occur, the applications of qualified applicants will be submitted to the Police Department for consideration. Individuals identified as the best-qualified applicants will be called to participate in the final selection procedure administered by the Police Department. The eligible list will remain in effect for at least six months. Eligible lists will be established periodically.

After a conditional offer of employment, all prospective employees must pass a thorough background investigation and a job-related medical examination. In addition, polygraph and psychological examinations will be given.

Completed applications received by June 25, 2010 will be processed prior to the filing deadline. If you have not received notification by October 20, 2010 contact the Civil Service Department at civilservice@longbeach.gov or (562) 570-6202.

This information is available in an alternative format by request at (562) 570-6202.

J.O.B. 24 F23NN-10 LF POL

5/26/10

Apply to:

City of Long Beach
Civil Service Commission
333 W. Ocean Blvd., 7th Floor
Long Beach, CA 90802
Phone: (562) 570-6202

Apply online: www.longbeach.gov/civilservice

For recorded announcement of other jobs available,

Call (562) 570-6201

TDD (562) 570-6638 (for hearing impaired)

An Equal Opportunity Employer



If a special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202.



CITY OF LONG BEACH POLICE OFFICER – LATERAL INFORMATION SHEET



Dear Police Officer Applicant,

The purpose of this sheet is to provide additional information about the selection process for Police Officer – Lateral Entry with the City of Long Beach.

GENERAL INFORMATION

Police Officers in the City of Long Beach are represented by the City of Long Beach Police Officers Association. For information on their Memorandum of Understanding visit: www.longbeach.gov/hr/mous.

Additional Compensation: In addition to the salary noted on the job opportunity bulletin, City of Long Beach Police Officers have the opportunity to be considered to receive skill pay salary adjustments. Skill pay salary adjustments vary in scope and may reflect factors such as language skills, assignment detail, educational background and/or longevity pay. This is not an inclusive list. Questions on salary or benefit information should be directed to www.longbeach.gov/police or the LBPD Personnel Division at (562) 570-7120.

SELECTION PROCESS

There are two phases to the selection process. The Civil Service Department conducts the first phase of the selection process. This phase consists of the application process including screening of applications, supplemental applications and proofs of required documents. The Long Beach Police Department conducts the second phase of the selection process.

PHASE I – CIVIL SERVICE DEPARTMENT PROCESS

Applications – Beginning 7:30 a.m., Tuesday, June 1, 2010 through 4:30 p.m., Thursday, September 30, 2010, applications for Police Officer - Lateral may be obtained at the Civil Service Department, 333 W. Ocean Blvd., 7th Floor, Long Beach, CA 90802, Monday through Friday or on-line (24 hours a day) at www.longbeach.gov/civilservice. On-line applications are highly encouraged.

Filing closes, both on-line and in person at 4:30 p.m., Thursday, September 30, 2010.

Submittal of Applications, Supplemental Applications and Required Documents – Completed applications and supplemental applications must be submitted by the filing deadline of **4:30 p.m., Thursday, September 30, 2010**. Applications will be screened to determine if candidates meet the requirements to file. Applications will not be processed until all required proofs* of documents are received. Any required proofs, such as certificates, diplomas, licenses, or transcripts, must be received in the Civil Service Department by 11:59 p.m., October 5, 2010. Documents may be uploaded to the on-line application, submitted in person, emailed to civilservice@longbeach.gov, or faxed to (562) 570-5293.

*Depending on the candidate, one of the following proofs is required:

- 1) Basic POST Certificate issued by the State of California
- 2) POST Level 1 Certificate issued by the State of California, and/or
- 3) Basic Course Waiver (BCW) from the California Commission on Peace Officer Standards and Training (POST).

Please note that it is the candidate's responsibility to determine which documents should be submitted as proofs; candidates should review the job opportunity bulletin or supplemental application to make such determination.

For more information on the State of California Commission on Peace Officer Standards and Training certification process, please visit: <http://www.post.ca.gov/Certificates/Regulations.asp>.

In order to be considered for Veteran's Preference, a copy the applicant's DD-214 (Member-4) must be received in the Civil Service Department by **11:59 p.m., October 5, 2010**.

Eligible Lists – The names of those applicants that qualify will be placed on the eligible list made available to the Police Department, with those receiving veteran's credits first and then in order in which applications were filed. Screening of candidates will be conducted on the basis of applications, supplemental applications and required documents submitted. Eligible lists will remain in effect for at least six months.

Group One: Candidates that submit completed applications; supplemental applications and proofs by **June 25, 2010** will be part of Group One. Group One will be the initial group of candidates submitted to the Police Department for consideration. It is recommended that candidates apply as soon as possible to maximize the opportunity for consideration.

Additional eligible lists will be established periodically during the filing period and the names of candidates placed on the eligible list will be available for consideration by the Police Department. As vacancies occur, the Police Department will be responsible for inviting candidates to participate in Phase II.

Notification – All applicants will be notified of their application status. Candidates that have not received notification of the results of their application by **October 20, 2010**, should contact the Civil Service Department at (562) 570-6202 or via email at civilservice@longbeach.gov.

PHASE II – LONG BEACH POLICE DEPARTMENT PROCESS

The second phase of the selection process is conducted by the Long Beach Police Department. For more information on the City of Long Beach Police Department, please visit www.longbeach.gov/police or contact the LBPD Personnel Division at (562) 570-7120. You are highly encouraged to visit the Long Beach Police Department website to view pertinent information on the many activities that are part of this great department.

Thank you for your application. Please contact the Civil Service Department at 562.570.6202 if you have questions.