

Inglewood Police Department



Recruitment Information Packet

For:

POLICE OFFICER

(Trainee, Pre-Service, Lateral Transfer)



City of Inglewood Announces an Employment Opportunity

POLICE OFFICER TRAINEE

SALARY: \$23.55 per hour

LAST DAY TO APPLY: Applications will be accepted by the Police Personnel Section, located on the 2nd Floor of the City Hall building, on a continuous basis or until a sufficient number of qualified applicants have applied. **APPLY EARLY.**

THE POSITION OF POLICE OFFICER TRAINEE is a temporary, civilian position, filled by individuals attending a POST approved basic police academy. Upon completion of the academy, the individual will be sworn in as a full-time probationary Police Officer. Full-time Police Officers perform a variety of duties in patrol, traffic, investigation, and other specialized assignments.

TO COMPETE IN THIS SELECTION PROCESS YOU MUST HAVE a high school diploma or equivalent; be at least 21 years of age at the time of appointment to the position of Police Officer; vision corrected to 20/25; weight proportionate to height; be able to obtain and maintain U.S. Citizenship within three years of application with the City; and possess a valid California Driver's License at time of appointment.

Upon completion of the academy and after being sworn in as a Police Officer, The City of Inglewood provides an excellent working environment and benefit package which includes 100% paid medical, dental, and vision health plans, life insurance, and retirement plans, as well as generous sick, vacation, and holiday leave time. In addition, a "3-12 1/2" work schedule.

THE SELECTION PROCESS:

- 1. Application Review** (Qualifying Only) The first part of the selection process is a complete review of each candidate application. Those persons who meet the necessary qualifications will be invited to the written examination. Applications may be rejected at this phase of the process.
- 2. Written Examination** (Qualifying Only) The Written Examination consists of 100 multiple-choice questions based on general knowledge, reading comprehension, and detail recognition.
- 3. Physical Agility Test** (Qualifying Only) Candidates passing the written examination with a score of 75% or above will be invited to take a physical agility test which will assess the candidate's ability to perform the physical demands of the position. (see attached)
- 4. Structured Oral Interview** (Weighted 100%) Candidates passing the physical agility test will be invited to a structured oral interview that will consist of a series of situational questions presented by a panel of qualified Police personnel. Candidates will be assessed on oral communication, interpersonal and decision-making skills. A minimum score of 70% must be achieved to be placed on the employment eligibility list. The top candidates from the eligibility list will be invited to enter into the background process.
- 5. Background Investigation** A thorough investigation of personal history, including, but not limited to, work, education, military, and conviction/criminal history records will be performed. A polygraph examination will be conducted on all candidates entering the background process.
- 6. Medical Examination** Prior to appointment, all candidates must successfully complete a required City-paid medical examination, drug screening and psychological evaluation.

OPEN: CONTINUOUS

VETERANS' PREFERENCE: Veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to receive 5 points added to their final score. To claim preference points, qualifying applicants must submit their DD-214 with application materials.

NOTE: In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

POLICE OFFICER BENEFITS:

Bereavement Leave

3 Days/incident.

Education Incentive Pay

POST Certificates
Intermediate- 7.5%
Advanced- 12.5%

Medical Benefits

Employer paid 100% for employee and dependents' coverage for medical, psychiatric, vision, and dental/orthodontia.

Holiday Pay

Once per year lump sum check for up to 130 hours of holiday pay in lieu of holiday time off.

Holidays

14 days/year.

Life Insurance:

Term Life Insurance, employer paid 100%.
Coverage = 1 x annual salary

Long Term Disability

Union Plan, employer paid 100%.

Longevity

3% with 5 yrs, +6% with 10 yrs, +9% with 15 yrs,
+12% with 20 yrs, +15% with 25 yrs.

Personal Leave

2 day/year.

Retirement

CalPERS 3% @ 50 formula - employer pays 100%.

Retiree Medical

The City will pay 50% of the medical premiums for the employee after 15 yrs of service. After 20 years of service, the City will pay 100% for the employee with a trade-in of 750 hrs of leave time or for the employee plus 1 dependent with a trade-in of 1200 hrs of leave time.

Sick Leave

8 hours/mo, unlimited accrual, 50% redemption at base salary upon retirement, death or termination after 10 yrs.

8 % Lateral assignment pay

(Detectives, FTO, K-9, Gang Investigator, Senior Lead Officer, Vice, Narcotics, Motors)

Uniform Allowance

\$1050/yr. City provides accessories and safety equipment.

Vacation

10-22 days/yr unlimited accrual. Hours over 240 are redeemable up to 40 hrs/yr.

Work Schedule

"3-12 1/2" work schedule for Patrol, "4/10" for Detectives.



City of Inglewood Announces an Employment Opportunity

POLICE OFFICER (Lateral and Pre-Service)

SALARY: \$4,738 to \$5,782 per month. Appointment may be made at any step within this range based on qualifications and experience.

LAST DATE TO APPLY: Applications will be accepted by the Police Personnel Section, located on the 2nd Floor of the City Hall building, on a continuous basis or until a sufficient number of qualified applicants have applied.

THE INGLEWOOD POLICE DEPARTMENT is aggressively reshaping and expanding its services to meet the City's culturally diverse needs. This includes numerous specialized units, such as, K-9, bicycle patrol, plain clothes special enforcement team, street narcotics team, transit safety team, gang intelligence unit and four community service centers. There is a critical demand for high caliber people who are presently Police Officers or who are academy trained. The ability to speak Spanish or Korean is highly desirable. The City of Inglewood provides the ideal opportunity for career-oriented individuals who are seeking top-notch training, experience, and excellent chances for advancement. After two years in the department, lateral transfers and pre-service employees are eligible for specialized assignments and promotions.

TO QUALIFY FOR LATERAL ENTRY you must be currently employed by a California law enforcement agency for at least one year and have a POST Basic Certificate.

TO QUALIFY FOR PRE-SERVICE ENTRY you must be enrolled in a POST Basic Academy or have obtained a POST Basic Academy Certificate within the last three years.

BENEFITS: *The City of Inglewood provides an excellent working environment and benefit package which includes 100% paid medical, dental, and vision plans, life insurance, sick leave, vacation, 14 paid holidays, and 3% retention incentive after 5, 10, 15, 20, and 25 years. \$1,050 annual uniform allowance, 7.5% per pay period for Intermediate POST Certification and 12.5% per pay period for Advanced POST Certification, CalPERS 3% @ 50 retirement plan - one-half of the employees CalPERS contribution is paid by the City during the first two years; the entire CalPERS contribution is paid by the City after two years. In addition, a "3-12 1/2" work schedule.*

THE SELECTION PROCESS:

- 1. Application Review** (Qualifying Only) The first part of the selection process is a complete review of each candidate's application. Those who meet the necessary qualifications will be invited to the physical agility test. Applications may be rejected at this phase of the process.
- 2. Written Examination** (Qualifying Only) The Written Examination consists of 100 multiple-choice questions based on general knowledge, reading comprehension, and detail recognition. (Pre-Service Candidates, Only)
- 3. Physical Agility Test** (Qualifying Only) Candidates passing the application review will be invited to participate in a physical agility test which will assess each candidate's ability to perform the physical demands of the position.

4. **Structured Oral Interview** (Weighed 100%) Candidates who successfully pass the physical agility test will be invited to a structured oral interview that will consist of a series of situational questions presented by a panel of qualified Police personnel. Candidates will be assessed on their oral communication, interpersonal and decision-making skills. A minimum score of 70% must be achieved to be placed on the employment eligibility list. The top candidates from the eligibility list will be invited to enter into the background process.
5. **Background Investigation** A thorough investigation of personal history, including, but not limited to, work, education, military, Internal Affairs/Complaint History, and conviction/criminal history records will be performed. A polygraph examination will be conducted on all candidates entering the background process.
6. **Medical Examination** Prior to appointment, all candidates must successfully complete a required City-paid medical examination, drug screening and psychological evaluation.

NOTE: In accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986, must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age or National Origin.

POLICE OFFICER BENEFITS:

Bereavement Leave

3 Days/incident.

Education Incentive Pay

POST Certificates
Intermediate- 7.5%
Advanced- 12.5%

Medical Benefits

Employer paid 100% for employee and dependents' coverage for medical, psychiatric, vision, and dental/orthodontia.

Holiday Pay

Once per year lump sum check for up to 130 hours of holiday pay in lieu of holiday time off.

Holidays

14 days/year.

Life Insurance:

Term Life Insurance, employer paid 100%. Coverage = 1 x annual salary

Long Term Disability

Union Plan, employer paid 100%.

Longevity

3% with 5 yrs, +6% with 10 yrs, +9% with 15 yrs, +12% with 20 yrs, +15% with 25 yrs.

Personal Leave

2 day/year.

Retirement

CalPERS 3% @ 50 formula - employer pays 100%.

Retiree Medical

The City will pay 50% of the medical premiums for the employee after 15 yrs of service. After 20 years of service, the City will pay 100% for the employee with a trade-in of 750 hrs of leave time or for the employee plus 1 dependent with a trade-in of 1200 hrs of leave time.

Sick Leave

8 hours/mo, unlimited accrual, 50% redemption at base salary upon retirement, death or termination after 10 yrs.

8 % Lateral assignment pay

(Detectives, FTO, K-9, Gang Investigator, Senior Lead Officer, Vice, Narcotics, Motors)

Uniform Allowance

\$1050/yr. City provides accessories and safety equipment.

Vacation

10-22 days/yr. Unlimited accrual. Hours over 240 are redeemable up to 40 hrs/yr.

Work Schedule

"3-12 1/2" work schedule for Patrol, "4/10" for Detectives.

LATERAL HIRE INCENTIVE PROGRAM

Upon successful completion of probation with the Inglewood Police Department, all officers / supervisors hired after July 1, 2007, that have served as a sworn Police Officer with another law enforcement agency shall receive:

Service credit for years of active employment as a Police Officer on a **year for year basis** up to a maximum of 10 years. The years of service with another Police agency/s shall be considered for calculating Retention Bonus, Vacation accrual and Sick leave accrual.

In addition, at completion of probation, employees shall receive a lump sum credit of Sick leave and Vacation accrual equal to that of an Inglewood Police Officer with similar years of experience. **For example, an employee with 5 full years of service credit (4 years with prior agency and 1 year with Inglewood PD) would receive 96 hours of Sick leave and 128 hours of Vacation time, plus 1 Retention step (3%). This is equal to a 5 year Officer with the Inglewood Police Department.** Additionally, Lateral Officers shall receive a one-time credit of 40 hours of Compensatory time.

Base Salary:

<u>A Step</u>	<u>B Step</u>	<u>C Step</u>	<u>D Step</u>	<u>E Step</u>
\$4,738	\$4,980	\$5,234	\$5,501	\$5,782

- 7.5 % POST Intermediate Certificate – 12.5 % POST Advanced Certificate
- Retention Incentive pay, 3% every 5 years up to 25 years
- Bi-Lingual pay \$50.00 per pay period

Example # 1: After completion of probation, a 5 year Officer with Intermediate Certificate, 1 Longevity Step and Bi-Lingual pay can earn: \$6,515 Per Month

Example # 2: After completion of probation, a 10 year Officer with Intermediate and Advanced Certificates, 2 Longevity Steps and Bi-Lingual pay can earn: \$7,055 Per Month

Additional benefits:

- 3-12 Work schedule for Patrol / 4-10 Work schedule for Detectives
- 100 % City paid Medical and Dental plans
- 100 % City paid PERS Retirement
- 9 % EPMC calculated on retirement
- City paid Life Insurance plan
- Annual Uniform Allowance \$1,050.00
- Annual Holiday pay of 130 hours
- 2 Annual Personal Leave Days
- Maximum Vacation time accrual of 176 hours annually
- Unlimited accumulation of Sick and Vacation time - Paid upon retirement
- 8 % Lateral assignment pay
(Detectives, FTO, K-9, Gang Investigator, Senior Lead Officer, Vice, Narcotics, Motors)