



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

---

## **Police Officer – Entry Level Recruit**

### **\$4,614 monthly**

### ***(Continuous Recruitment)***

**ATTENTION APPLICANTS:** YOU ARE REQUIRED TO FOLLOW ALL APPLICATION INSTRUCTIONS COMPLETELY. APPLICATIONS FAILING TO COMPLY WITH THE INSTRUCTIONS AND PROCEDURES OUTLINED IN THIS BULLETIN WILL BE REJECTED.

#### **The Opportunity:**

An exciting and challenging new career with the San Gabriel Police Department awaits. The SGPD is seeking men and women of all backgrounds for Police Officer-Entry Level Recruit. For those who have what it takes and accept this challenge, we offer excellent pay and benefits, a full array of public safety services and programs, special assignments, outstanding training and development opportunities, and a great location for living and working.

#### **The Ideal Candidate:**

SGPD is looking for candidates with a strong sense and commitment for public service. The ideal candidate will have outstanding character, judgment, work ethic, oral and written communication skills, interpersonal tact, empathy, and compassion. The ideal candidate will also be well versed and committed to community-based policing and fully prepared to assume the duties and responsibilities of Police Officer Recruit.

#### **Summary of Duties:**

The Police Officer Recruit attends a Peace Officer Standards and Training Academy and performs related duties as required. The Police Officer Recruit is responsible for performing up to Academy's standards at all times during the training period. The Police Officer Recruit is a miscellaneous employee without peace officer powers until successful completion of the POST basic academy.

***This is a non-sworn police recruit classification, specifically designated to train police officer candidates for eligibility as a sworn police officer, with promotion to the position of Police Officer contingent upon satisfactory completion of police academy training and meeting all other requirements. Police recruits shall not perform duties within the scope of active law enforcement service prior to appointment as a sworn officer.***

#### **Minimum Qualifications:**

To qualify for Police Officer – Entry Level Recruit, candidates must possess and/or meet the following:

- Be at least 21 years of age at time of appointment;
- Possess a valid California Class "C" Driver's License at time of appointment;
- Possess a high school diploma or equivalent;

#### Additional Requirements:

- Must attain qualifying results on all applicable pre-selection examinations which may include but not be limited to: oral appraisal, written exam, practical exam, and physical fitness test;
- Must successfully pass the pre-employment process, which includes a comprehensive background investigation, psychological examination, polygraph test, medical examination, and drug screen.
- Must not have any felony convictions (certain misdemeanor offenses or any offense reflecting lack of character, judgement, or morals may also be cause for disqualification);
- Vision must be correctable to 20/40 in both eyes;
- Must be a United States citizen or permanent resident alien who is eligible for and has applied for citizenship (citizenship must be attainable within three years of application filing);
- Military Discharge Status: Discharges other than “Honorable Discharge” will be evaluated on a case-by-case basis and may be cause for disqualification.

#### Benefits:

The City provides a very generous benefits package, and upon completion of the academy, and appointment as a Police Officer, candidates will be eligible for the following compensation package:

- Health Insurance – \$1,568 monthly allowance for medical, dental, and vision;
- CalPERS Retirement – CalPERS retirement formula of 2.7% @ 57 for new PERS members;
- Other Insurance – City-paid life insurance and Employee Assistance Program;
- Paid Leave – sick, vacation, holiday, and bereavement leave (see MOU for leave accrual schedules)
- Retiree Medical – Paid retiree medical insurance, including qualified family members, per vesting schedule established by California Government Code §22893.
- Bilingual Pay – \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.
- Uniform Allowance – \$1,200 per year
- Education Pay – 3% to 8% of base salary for education pay (see MOU for education pay schedule).
- Special Assignment Pays – \$100 to \$300 per month depending on assignment.

**Persons attending a P.O.S.T. certified academy are classified as non-sworn Police Officer Recruits, with a different benefit structure and rate of pay (\$4,614 per month) until graduation. Upon successful completion of a Peace Officer Standards and Training (POST) Certified Police Academy, the incumbent will be appointed as a probationary, sworn Police Officer with a salary range of \$5,897 - \$7,168 per month.**

#### Pre-Selection Examination Process:

All applications will be pre-screened. The most competitive and qualified applications will be moved forward to an examination process. The examination for Entry-Level Police Officer will include a California P.O.S.T. Pellet-B exam, physical agility exam and an oral appraisal interview. Each candidate will participate in a P.O.S.T. Pellet-B examination and physical agility exam, with each exam being pass/fail. Those that pass both the written and physical examinations may be invited to participate in the oral appraisal. The oral appraisal is generally the basis for placement on an eligibility list, with the overall examination score weighted as 100% of the score.

*Applicant may Submit California Peace Officer Standards and Training (POST) Entry-Level Law Enforcement Test Battery (PELLETB) test score with your application. Test scores are valid for exams administered within one year of application submittal and applicant must submit a letter from the testing agency on agency letterhead at time of application submission. Applicants must meet the minimum T-score of 42 and acceptance of other agency's T-score is subject to verification with the testing agency.*

**PHYSICAL AGILITY TEST:** Upon review of completed applications, the Human Resources Department will invite a limited number of candidates to participate in the physical agility test. The Physical Agility Test consists of the following components:

- Agility Run: Run a 99-yard course with abrupt changes in lateral and vertical movement
- Dummy Drag: Lift and drag a 165 pound dummy 32 feet
- Fence Climb/Run: Run 5 yards, climb a six-foot high chain-link fence
- Fence Climb/Run: Run 5 yards, climb a six-foot high solid fence
- 500 Yard Run: Run 500 yards with no obstacles.

**ADDITIONAL SELECTION AND HIRING COMPONENTS:**

Additional selection and hiring components include polygraph, background investigation, post-offer psychological and medical examinations.

**POLICE ACADEMY:** Candidates selected for hire will enter into an approximately six-month-long Police Academy.

**Application Procedure:**

Interested candidates must complete a City of San Gabriel online application. Candidates must attach the following documents to their online application: (1) cover letter, (2) resume, (3) supplemental application form, (4) copy of POST PELLETB test scores (if applicable), and (5) copy of high school diploma/GED. Applicants are encouraged to attach any applicable training certificates, college transcripts, and/or college degrees possessed. APPLICATIONS LACKING ITEMS 1-5 WILL BE REJECTED. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). *Faxed, emailed, or hard copies of applications and/or required attachments are not accepted.*

***The City will accept applications on an ongoing basis and will notify candidates of upcoming examinations. This recruitment may close at any time without notice and interested candidates are encouraged to apply immediately. First review of applications will be September 30, 2021***

Candidates considered for employment must pass a pre-employment medical examination, which includes drug/alcohol screening. NOTE: The City of San Gabriel maintains a drug, alcohol and smoke-free work environment. The City enforces a zero tolerance policy relating to substance abuse.

*The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.*

---

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的雇主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

---

HUMAN RESOURCES DEPARTMENT