



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

COMMISSIONERS

Vacant, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
Patricia Wright

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

July 10, 2023

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING July 10, 2023 **CIVIL SERVICE COMMISSION MEETING**

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA, but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak remotely during public comment, please visit,
www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- In Person
- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Civil Service Commission. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
July 10, 2023

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. WRITTEN COMMUNICATIONS**
- 5. EXECUTIVE SECRETARY’S REPORT**
 - a. Introduction of New HR Director
- 6. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 7. REPORT OF THE CITY COUNCIL LIAISON**
- 8. COMMUNITY FORUM**

*The Community Forum is an opportunity to address the Civil Service Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission as part of the First Community Forum may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

9. SELECTION OF CHAIR & VICE CHAIR

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*Members of the public wishing to address the Civil Service Commission on Consent Calendar items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the April 10, 2023 meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Civil Service Commission on Action Calendar Items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR POLICE OFFICER (ENTRY) AND POLICE OFFICER (LATERAL) CLASSIFICATIONS.

Recommendation: By motion, approve the classification specification revisions for Police Officer (Entry) and Police Officer (Lateral).

Contact: Pleshetta Dauzart, Human Resources Assistant Director, (707) 648-8606

Pleshetta.Dauzart@cityofvallejo.net

12. ADJOURNMENT

CERTIFICATE

I, Pleshetta Dauzart, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Thursday, July 06, 2023.

Dated: July 06, 2023

Pleshetta Dauzart
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Pleshetta Dauzart, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING MINUTES
APRIL 10, 2023**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 5:17 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Vice Chair Plechaty, Commissioners Janik, and Wright

Absent: Commissioner Carter

Staff present: Executive Secretary Davis, Chief Assistant City Attorney Risner, and Deputy City Clerk Joya

4. WRITTEN COMMUNICATION – None

5. EXECUTIVE SECRETARY’S REPORT –

Executive Secretary Davis reported Chair Nisperos’ resignation, and notified the Commission an item for a Chair and Vice Chair selection on the next meeting.

Executive Secretary Davis also reported Human Resources Director Ferguson’s resignation to the City, and his interim acting role as Executive Secretary to the Commission during the recruitment process.

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. COMMUNITY FORUM – None

8. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: *Moved by Commissioner Janik, second by Commissioner Wright and unanimously approved by all Commissioners present, to approve all of the items on the Agenda and Consent Calendar. (Absent – Carter)*

A. APPROVAL OF AGENDA

B. APPROVAL OF THE MINUTES – Regular meeting minutes of the March 13, 2023 meeting.

9. ACTION CALENDAR

A. APPROVE TITLE AND SPECIFICATIONS OF NEW CLASSIFIED POSITION.

Recommendation: By motion, approve the title and specification of new classified position of Housing Director – Additional information provided about

this new role.

Contact: Terrance Davis (707) 648-4301 terrance.davis@cityofvallejo.net

Executive Secretary Davis provided introductory comment. Human Resources Advisor Valdez provided an overview of the staff report and outlined the recommendation.

Staff responded to question from Commissioner. Commissioners provided comment.

Speakers: None

Action: *Moved by Commissioner Janik, and second by Commissioner Wright and carried unanimously by all Commissioners present to approve the title and specification of new classified position of Housing Director. (Absent – Carter)*

City Council Liaison Matulac reported on various community events and meetings.

10. ADJOURNMENT

The meeting adjourned at 5:36 p.m.

BRENDA PLECHATY, VICE CHAIR

ATTEST:

TERRANCE DAVIS, EXECUTIVE SECRETARY



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Pleshetta Dauzart, Assistant Human Resources Director

Date: July 10, 2023

Subject: Approve Classification Specification Revisions for Police Officer (Entry) and Police Officer (Lateral) Classifications

RECOMMENDATION

Approve the classification specification revisions for the Police Officer (Entry) and Police Officer (Lateral) Classifications.

REASON FOR RECOMMENDATION

Police Department staff and Human Resources reviewed the Police Officer (Entry) and Police Officer (Lateral) classifications in preparation for an upcoming recruitment process. In doing so, we determined it would be beneficial to make some revisions to our current minimum classifications for the Entry and Lateral classes. The motivation for these revisions is to broaden the candidate pool. We would like to create opportunities and potential pathways for potential candidates who could be a good fit but may not possess a college degree. It is a challenging time for recruitment efforts across the nation, especially recruitment for police officers. The city is hoping the revisions to the education requirement will help cast a wider net and assist with filling these critical vacancies. The positions at the Sergeant Rank, and above will continue to require some level of higher education.

BACKGROUND AND DISCUSSION

Civil Service Rule 4.6 states that revisions to the classification plan shall be approved by the Commission either by changes in the classification title, by amendments of specifications or by addition of a class without amendments to the Civil Service Rules and Regulations. Significant revisions as used in this Rule 4.6 means revisions that alter the substantive meaning of any job duty detailed in existing classification plan. This expression does not include editorial, stylistic

or other revisions that have minimal or have no impact on the basic meaning of the job duties detailed in the existing classification plan which shall be considered “minor revisions”. If significant revisions to a classification plan are being proposed for approval by the Commission with or without agreement from the affected collective bargaining units, the Executive Secretary shall provide notice to the affected collective bargaining units representing the class at least three (3) calendar days prior to meeting at which a classification recommendation is being made. All minor revisions to a classification plan may be approved by the Executive Secretary.

The revisions before the Commission include significant changes, in that they impact the minimum qualifications. The only significant revision we are recommending is to change the higher education component from a requirement to highly desired, which require the review and approval by the Civil Service Commission.

About half of our comparable agencies currently require 60 semester units, the other half do not. Given the challenges in recruitment across the nation currently, and especially with Police Officers, our interest is to ensure our minimum qualifications are not more restrictive than necessary. These changes were discussed with the Vallejo Police Officers’ Association. No concerns were brought forward.

DOCUMENTS ATTACHED

Attachment A - Classification Specification Revision (Redline) – Police Officer (Entry)
Attachment B - Classification Specification Revision (Redline) – Police Officer (Lateral)
Attachment C - Classification Specification Revision (Clean)- Police Officer (Entry)
Attachment D – Classification Specification Revision (Clean) – Police Officer (Lateral)

CONTACT

Pleshetta Dauzart
Assistant Human Resources Director
Contact Information: (707) 648-8606
Pleshetta.Dauzart@cityofvallejo.net

CITY OF VALLEJO
CLASS SPECIFICATION
POLICE OFFICER (Entry)

DEFINITION

The Police Officer (Entry) works under supervision and in all conditions, performing a variety of law enforcement duties that involve protecting life and property; enforcing laws and ordinances; conducting criminal investigations, crime prevention and suppression; preserving the public peace; performing special assignments in the protection of life and property; and related work as required.

DISTINGUISHING CHARACTERISTICS

This is both the entry level and the first safety class within the Police Officer series. Incumbents perform all duties required to effectively respond to and resolve situations encountered. Police Officer (Entry) may be assigned, depending on rotational assignments, to patrol, traffic, detective, crime prevention or other police-related functions.

This class is distinguished from Police Officer (Lateral) in that it is the fully experienced working level within the series, while the Police Officer (Entry) requires no experience beyond possession of a Basic Police Officer Standards and Training (P.O.S.T.) certification or re-certification.

This class is distinguished from uniformed safety police-related classes by its designation and the responsibilities and authorities associated with designation as a safety peace officer under the laws of the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

The following duties are considered essential to the Police Officer (Entry) class:

- Enforces local, State and Federal laws and ordinances
- Patrols assigned area of the City in a car, on a motorcycle, or on foot
- Protects persons and property from harm during emergency and non-emergency situations
- Responds to calls related to the protection of life and property, traffic incidents, and other required emergencies
- Pursues, subdues, apprehends and controls fleeing, uncooperative or combative persons
- Prepares reports of arrests made, activities performed, and unusual incidents observed

- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths
- Prepares search and arrest warrants; makes arrests; serves warrants and subpoenas
- Interrogates suspects and interviews victims, complainants and witnesses
- Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations
- Testifies and presents evidence in court; provides backup assistance for other officers and law enforcement personnel
- Collects, preserves, and maintains evidence, found property, and property for safekeeping
- Assists and advises motorists and enforces traffic safety laws by issuing citations and warnings
- Searches, fingerprints, and transports prisoners
- Responds to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintains contact with the public regarding potential law enforcement problems and preserves good relationships with the public
- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating apprehending offenders and investigating offenses
- Observes, monitors, directs, and controls routine and unusual traffic conditions
- Assists with special investigative and crime prevention duties
- Checks buildings for physical security
- Administers first aid as needed

MINIMUM QUALIFICATIONS

In accordance with California Peace Officer Standards and Training (P.O.S.T.) guidelines, incumbents must continuously display competence in the established peace officer job dimensions of: integrity, communication skills, learning ability, judgment under pressure, observational skills, willingness to confront problems, interest in people, interpersonal sensitivity, motivation, appearance, dependability, physical ability, operation of equipment and credibility as a witness in a court of law.

In accordance with P.O.S.T. guidelines, incumbents must continuously demonstrate and maintain standards of personal conduct with regards to personal and professional integrity; impulse control/attention to safety; substance abuse/risk-taking behavior; stress tolerance; confronting and overcoming problems, obstacles and adversity; conscientiousness; interpersonal skills; decision-making and judgment; learning ability; and communication skills.

Knowledge:

- Basic law enforcement terminology, methods and concepts as taught in a P.O.S.T. Basic Academy and Field Training Program
- Techniques for dealing with people under hostile and emergency situations

Ability to:

- Act with integrity, dependability, and professionalism to maintain the public trust
- Comprehend, interpret, explain, and implement laws, rules, regulations, policies, procedures, and instructions
- Understand and carry out oral and written directions
- Communicate clearly and concisely, orally and in writing; and prepare accurate and grammatically correct written reports
- Think and act quickly; demonstrate sound judgment and rational thinking under adverse/dangerous circumstances; judge situations and people accurately; rapidly evaluate options and alternatives and choose appropriate responses
- Work with people from all socio-economic backgrounds
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use and care of department equipment, including, but not limited to firearms, vehicles, radios, and computers
- Demonstrate and maintain a physical condition which permits the satisfactory performance of assigned duties and responsibilities at all times, in all weathers and conditions, in a conveyance or on foot
- Demonstrate audio-visual acuity, perception and discrimination sufficient to accurately: hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work

- Uphold the Law Enforcement Code of Ethics at all times

Education:

A High School diploma, GED, or equivalent;

Graduation from a California P.O.S.T. certified basic Academy within the last three (3) years or possession of a P.O.S.T. Basic Academy Recertification certificate;
~~and~~

Completion of 60 semester units / 90 quarter units ~~or equivalent~~ from an accredited college or university is highly desirable.

~~Substitution: An honorable discharge from any branch of the U.S. Military with four (4) years of active service duty may be substituted for 30 college units.~~

IN ACCORDANCE WITH P.O.S.T., ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

License or Certificate:

Possess a valid California driver's license

Possess a P.O.S.T. Basic Certificate

Age:

Be 20 years old by the date of the written examination and be 21 years, or older, at the time of appointment

Vision:

Be not less than 20/100 uncorrected or corrected to 20/30 with no color deficiencies

Citizenship:

Eligible for U.S. citizenship at the time of appointment

Criminal History:

No felony convictions

No misdemeanor convictions which mandate weapons prohibitions

WORKING CONDITIONS

Working conditions may include, but are not limited to: running, jumping, walking, kneeling, crouching or crawling, subduing uncooperative individuals, chasing fleeing subjects, physically moving

Police Officer (Entry)
Class Specification

equipment and incapacitated or deceased persons, climbing stairs/ladders, going over obstacles, performing life-saving and rescue procedures, standing, sitting, or remaining in fixed positions for extended periods of time, and operating Department equipment and vehicles.

Function effectively while confronted with personal danger, including, but not limited to: exposure to armed/dangerous persons, dangerous animals, bodily fluids, communicable diseases, fumes, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Department Head Signature:	_____	Date:	_____
HR Director Signature:	_____	Date:	_____
Date CSC Adopted As New Class:	_____		
Date(s) CSC Adopted Revisions:	June 11, 2007; March 11, 2013		
Class Code:	03100		
Pay Grade:	P00		
Bargaining Unit:	VPOA		
EEOC Category:	04		

CITY OF VALLEJO
CLASS SPECIFICATION
POLICE OFFICER (Lateral)

DEFINITION

The Police Officer (Lateral) works under general supervision and in all conditions, performing a variety of law enforcement duties that involve protecting life and property; enforcing laws and ordinances; conducting criminal investigations, crime prevention and suppression; preserving the public peace; performing special assignments in the protection of life and property; and related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full working level class in law enforcement, performing all duties required to effectively respond to and resolve situations encountered. Incumbents may be assigned, depending on rotational assignments, to patrol, traffic, detective, crime prevention or other police-related functions.

This class is distinguished from Police Sergeant, which provides general supervision for safety and non-safety personnel.

This class is distinguished from uniformed non-safety police-related classes by its designation and the responsibilities and authorities associated with designation as a safety peace officer under the laws of the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff

May provide direct or indirect supervision over other safety and/or non-safety personnel

May be temporarily assigned as a supervisor or training officer

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

The following duties are considered essential to the Police Officer (Lateral) class:

- Enforces local, State and Federal laws and ordinances
- Patrols assigned area of the City in a car, on a motorcycle, or on foot
- Protects persons and property from harm during emergency and non-emergency situations
- Responds to calls related to the protection of life and property, traffic incidents, and other required emergencies

RESPONSIBILITIES AND DUTIES (Continued)

- Pursues, subdues, apprehends and controls fleeing, uncooperative or combative persons
- Prepares reports of arrests made, activities performed, and unusual incidents observed
- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths
- Prepares search and arrest warrants; makes arrests; serves warrants and subpoenas
- Interrogates suspects and interviews victims, complainants and witnesses
- Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations
- Testifies and presents evidence in court; provides backup assistance for other officers and personnel
- Collects, preserves, and maintains evidence, found property, and property for safekeeping
- Assists and advises motorists and enforces traffic safety laws by issuing citations and warnings
- Searches, fingerprints, and transports prisoners
- Responds to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintains contact with the public regarding potential law enforcement problems and preserves good relationships with the public
- Observes, monitors, directs, and controls routine and unusual traffic conditions
- Checks buildings for physical security
- Administers first aid as needed

Additional Duties

In addition to the essential duties, each employee may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Performs undercover and surveillance activities
- Develops and maintains good relationships with informants and contacts, which may be helpful in criminal investigations

Additional Duties (Continued)

- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating apprehending offenders and investigating offenses
- Makes presentations to citizens and groups
- Assists with special investigative and crime prevention duties
- Serves as Field Training Officer, supervising and training new personnel
- Prepares and serves asset seizure documentation; seizes assets
- Collects, analyzes, and disseminates criminal street gang information
- Directs traffic at fires, special events and other emergency or congested situations
- Performs related duties and specialized assignments as assigned

MINIMUM QUALIFICATIONS

In accordance with California Peace Officer Standards and Training (P.O.S.T.) guidelines, incumbents must continuously display competence in the established peace officer job dimensions of: integrity, communication skills, learning ability, judgment under pressure, observational skills, willingness to confront problems, interest in people, interpersonal sensitivity, motivation, appearance, dependability, physical ability, operation of equipment and credibility as a witness in a court of law.

In accordance with P.O.S.T. guidelines, incumbents must continuously demonstrate and maintain standards of personal conduct with regards to personal and professional integrity; impulse control/attention to safety; substance abuse/risk-taking behavior; stress tolerance; confronting and overcoming problems, obstacles and adversity; conscientiousness; interpersonal skills; decision-making and judgment; learning ability; and communication skills.

Knowledge:

- Law enforcement terminology, methods and concepts as taught in a P.O.S.T. Basic Academy and Field Training Program
- Techniques for dealing with people under hostile and emergency situations

Ability to:

- Act with integrity, dependability, and professionalism to maintain the public trust

Ability to (Continued)

- Comprehend, interpret, explain, and implement laws, rules, regulations, policies, procedures, and instructions
- Understand and carry out oral and written directions
- Communicate clearly and concisely, orally and in writing; and prepare accurate and grammatically correct written reports
- Think and act quickly; demonstrate sound judgment and rational thinking under adverse/dangerous circumstances; judge situations and people accurately; rapidly evaluate options and alternatives and choose appropriate responses
- Work with people from all socio-economic backgrounds
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use and care of department equipment, including, but not limited to firearms, vehicles, radios, and computers
- Demonstrate and maintain a physical condition which permits the satisfactory performance of assigned duties and responsibilities at all times, in all weathers and conditions, in a conveyance or on foot
- Demonstrate audio-visual acuity, perception and discrimination sufficient to accurately: hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Uphold the Law Enforcement Code of Ethics at all times

Education:

A High School diploma, GED, or equivalent; ~~and the~~

Completion of 60 semester units / 90 quarter units ~~or equivalent~~ from an accredited college or university is highly desirable

~~Substitution: An honorable discharge from any branch of the U.S. Military with four (4) years of active service duty may be substituted for 30 college units.~~

~~and~~

Experience

Pattern 1: Currently employed as a peace officer in a California general law enforcement agency with one year of full-time experience, or having been so employed within the last two years

Certification: Possession of a valid California P.O.S.T. Basic Certificate

or

Pattern 2: Currently employed as a peace officer with a general law enforcement agency of a state other than California with one year of full-time experience, or having been so employed within the last two years

Certification: Possession of a current California P.O.S.T. Basic Certificate waiver

IN ACCORDANCE WITH P.O.S.T., ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:**License or Certificate:**

Possess a valid California driver's license

Possess a P.O.S.T. Basic Certificate

Age:

Be 20 years old by the date of the written examination and be 21 years, or older, at the time of appointment

Vision:

Be not less than 20/100 uncorrected or corrected to 20/30 with no color deficiencies

Citizenship:

Eligible for U.S. citizenship at the time of appointment

Criminal History:

No felony convictions

No misdemeanor convictions which mandate weapons prohibitions

WORKING CONDITIONS

Working conditions may include, but are not limited to: running, jumping, walking, kneeling,

crouching or crawling, subduing uncooperative individuals, chasing fleeing subjects, physically moving equipment and incapacitated or deceased persons, climbing stairs/ladders, going over obstacles, performing life-saving and rescue procedures, standing, sitting, or remaining in fixed positions for extended periods of time, and operating Department equipment and vehicles.

Function effectively while confronted with personal danger, including, but not limited to: exposure to armed/dangerous persons, dangerous animals, bodily fluids, communicable diseases, fumes, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Department Head

Signature: _____

Date: _____

HR Director Signature: _____

Date: _____

Date CSC Adopted As
New Class: _____

Date(s) CSC Adopted
Revisions: _____

June 11, 2007; March 11, 2013

Class Code: _____

03101

Pay Grade: _____

P00

Bargaining Unit: _____

VPOA

EEOC Category: _____

04

CITY OF VALLEJO
CLASS SPECIFICATION
POLICE OFFICER (Entry)

DEFINITION

The Police Officer (Entry) works under supervision and in all conditions, performing a variety of law enforcement duties that involve protecting life and property; enforcing laws and ordinances; conducting criminal investigations, crime prevention and suppression; preserving the public peace; performing special assignments in the protection of life and property; and related work as required.

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SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

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- Pursues, subdues, apprehends and controls fleeing, uncooperative or combative persons
- Prepares reports of arrests made, activities performed, and unusual incidents observed

- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths
- Prepares search and arrest warrants; makes arrests; serves warrants and subpoenas
- Interrogates suspects and interviews victims, complainants and witnesses
- Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations
- Testifies and presents evidence in court; provides backup assistance for other officers and law enforcement personnel
- Collects, preserves, and maintains evidence, found property, and property for safekeeping
- Assists and advises motorists and enforces traffic safety laws by issuing citations and warnings
- Searches, fingerprints, and transports prisoners
- Responds to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintains contact with the public regarding potential law enforcement problems and preserves good relationships with the public
- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating apprehending offenders and investigating offenses
- Observes, monitors, directs, and controls routine and unusual traffic conditions
- Assists with special investigative and crime prevention duties
- Checks buildings for physical security
- Administers first aid as needed

MINIMUM QUALIFICATIONS

In accordance with California Peace Officer Standards and Training (P.O.S.T.) guidelines, incumbents must continuously display competence in the established peace officer job dimensions of: integrity, communication skills, learning ability, judgment under pressure, observational skills, willingness to confront problems, interest in people, interpersonal sensitivity, motivation, appearance, dependability, physical ability, operation of equipment and credibility as a witness in a court of law.

In accordance with P.O.S.T. guidelines, incumbents must continuously demonstrate and maintain standards of personal conduct with regards to personal and professional integrity; impulse control/attention to safety; substance abuse/risk-taking behavior; stress tolerance; confronting and overcoming problems, obstacles and adversity; conscientiousness; interpersonal skills; decision-making and judgment; learning ability; and communication skills.

Knowledge:

- Basic law enforcement terminology, methods and concepts as taught in a P.O.S.T. Basic Academy and Field Training Program
- Techniques for dealing with people under hostile and emergency situations

Ability to:

- Act with integrity, dependability, and professionalism to maintain the public trust
- Comprehend, interpret, explain, and implement laws, rules, regulations, policies, procedures, and instructions
- Understand and carry out oral and written directions
- Communicate clearly and concisely, orally and in writing; and prepare accurate and grammatically correct written reports
- Think and act quickly; demonstrate sound judgment and rational thinking under adverse/dangerous circumstances; judge situations and people accurately; rapidly evaluate options and alternatives and choose appropriate responses
- Work with people from all socio-economic backgrounds
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use and care of department equipment, including, but not limited to firearms, vehicles, radios, and computers
- Demonstrate and maintain a physical condition which permits the satisfactory performance of assigned duties and responsibilities at all times, in all weathers and conditions, in a conveyance or on foot
- Demonstrate audio-visual acuity, perception and discrimination sufficient to accurately: hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work

- Uphold the Law Enforcement Code of Ethics at all times

Education: A High School diploma, GED, or equivalent;
Graduation from a California P.O.S.T. certified basic Academy within the last three (3) years or possession of a P.O.S.T. Basic Academy Recertification certificate;
Completion of 60 semester units / 90 quarter units from an accredited college or university is highly desirable.

IN ACCORDANCE WITH P.O.S.T., ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

License or Certificate:

Possess a valid California driver's license

Possess a P.O.S.T. Basic Certificate

Age:

Be 20 years old by the date of the written examination and be 21 years, or older, at the time of appointment

Vision:

Be not less than 20/100 uncorrected or corrected to 20/30 with no color deficiencies

Citizenship:

Eligible for U.S. citizenship at the time of appointment

Criminal History:

No felony convictions

No misdemeanor convictions which mandate weapons prohibitions

WORKING CONDITIONS

Working conditions may include, but are not limited to: running, jumping, walking, kneeling, crouching or crawling, subduing uncooperative individuals, chasing fleeing subjects, physically moving

Police Officer (Entry)
Class Specification

equipment and incapacitated or deceased persons, climbing stairs/ladders, going over obstacles, performing life-saving and rescue procedures, standing, sitting, or remaining in fixed positions for extended periods of time, and operating Department equipment and vehicles.

Function effectively while confronted with personal danger, including, but not limited to: exposure to armed/dangerous persons, dangerous animals, bodily fluids, communicable diseases, fumes, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Department Head Signature:	_____	Date:	_____
HR Director Signature:	_____	Date:	_____
Date CSC Adopted As New Class:	_____		
Date(s) CSC Adopted Revisions:	June 11, 2007; March 11, 2013		
Class Code:	03100		
Pay Grade:	P00		
Bargaining Unit:	VPOA		
EEOC Category:	04		

CITY OF VALLEJO
CLASS SPECIFICATION
POLICE OFFICER (Lateral)

DEFINITION

The Police Officer (Lateral) works under general supervision and in all conditions, performing a variety of law enforcement duties that involve protecting life and property; enforcing laws and ordinances; conducting criminal investigations, crime prevention and suppression; preserving the public peace; performing special assignments in the protection of life and property; and related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full working level class in law enforcement, performing all duties required to effectively respond to and resolve situations encountered. Incumbents may be assigned, depending on rotational assignments, to patrol, traffic, detective, crime prevention or other police-related functions.

This class is distinguished from Police Sergeant, which provides general supervision for safety and non-safety personnel.

This class is distinguished from uniformed non-safety police-related classes by its designation and the responsibilities and authorities associated with designation as a safety peace officer under the laws of the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and management staff

May provide direct or indirect supervision over other safety and/or non-safety personnel

May be temporarily assigned as a supervisor or training officer

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

The following duties are considered essential to the Police Officer (Lateral) class:

- Enforces local, State and Federal laws and ordinances
- Patrols assigned area of the City in a car, on a motorcycle, or on foot
- Protects persons and property from harm during emergency and non-emergency situations
- Responds to calls related to the protection of life and property, traffic incidents, and other required emergencies

RESPONSIBILITIES AND DUTIES (Continued)

- Pursues, subdues, apprehends and controls fleeing, uncooperative or combative persons
- Prepares reports of arrests made, activities performed, and unusual incidents observed
- Conducts both preliminary and follow-up investigations of disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths
- Prepares search and arrest warrants; makes arrests; serves warrants and subpoenas
- Interrogates suspects and interviews victims, complainants and witnesses
- Coordinates and investigates violent crimes, child abuse, property crimes, vice, gaming, and narcotics violations
- Testifies and presents evidence in court; provides backup assistance for other officers and personnel
- Collects, preserves, and maintains evidence, found property, and property for safekeeping
- Assists and advises motorists and enforces traffic safety laws by issuing citations and warnings
- Searches, fingerprints, and transports prisoners
- Responds to demonstrations, riots, hostage situations, barricaded subjects and other extremely hazardous situations
- Maintains contact with the public regarding potential law enforcement problems and preserves good relationships with the public
- Observes, monitors, directs, and controls routine and unusual traffic conditions
- Checks buildings for physical security
- Administers first aid as needed

Additional Duties

In addition to the essential duties, each employee may perform the following duties. Any single position may not be assigned all duties listed below, nor do the examples cover all duties which may be assigned.

- Performs undercover and surveillance activities
- Develops and maintains good relationships with informants and contacts, which may be helpful in criminal investigations

Additional Duties (Continued)

- Contacts and cooperates with other law enforcement and non-law enforcement agencies in matters relating apprehending offenders and investigating offenses
- Makes presentations to citizens and groups
- Assists with special investigative and crime prevention duties
- Serves as Field Training Officer, supervising and training new personnel
- Prepares and serves asset seizure documentation; seizes assets
- Collects, analyzes, and disseminates criminal street gang information
- Directs traffic at fires, special events and other emergency or congested situations
- Performs related duties and specialized assignments as assigned

MINIMUM QUALIFICATIONS

In accordance with California Peace Officer Standards and Training (P.O.S.T.) guidelines, incumbents must continuously display competence in the established peace officer job dimensions of: integrity, communication skills, learning ability, judgment under pressure, observational skills, willingness to confront problems, interest in people, interpersonal sensitivity, motivation, appearance, dependability, physical ability, operation of equipment and credibility as a witness in a court of law.

In accordance with P.O.S.T. guidelines, incumbents must continuously demonstrate and maintain standards of personal conduct with regards to personal and professional integrity; impulse control/attention to safety; substance abuse/risk-taking behavior; stress tolerance; confronting and overcoming problems, obstacles and adversity; conscientiousness; interpersonal skills; decision-making and judgment; learning ability; and communication skills.

Knowledge:

- Law enforcement terminology, methods and concepts as taught in a P.O.S.T. Basic Academy and Field Training Program
- Techniques for dealing with people under hostile and emergency situations

Ability to:

- Act with integrity, dependability, and professionalism to maintain the public trust

Ability to (Continued)

- Comprehend, interpret, explain, and implement laws, rules, regulations, policies, procedures, and instructions
- Understand and carry out oral and written directions
- Communicate clearly and concisely, orally and in writing; and prepare accurate and grammatically correct written reports
- Think and act quickly; demonstrate sound judgment and rational thinking under adverse/dangerous circumstances; judge situations and people accurately; rapidly evaluate options and alternatives and choose appropriate responses
- Work with people from all socio-economic backgrounds
- Observe accurately and remember faces, numbers, incidents, and places
- Demonstrate proficiency in the use and care of department equipment, including, but not limited to firearms, vehicles, radios, and computers
- Demonstrate and maintain a physical condition which permits the satisfactory performance of assigned duties and responsibilities at all times, in all weathers and conditions, in a conveyance or on foot
- Demonstrate audio-visual acuity, perception and discrimination sufficient to accurately: hear instructions and information, make observations, testify in court, read and write, and properly operate assigned equipment and vehicles
- Demonstrate proficiency in the exercise of defensive tactics
- Handle an automobile in high speed and emergency situations
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Uphold the Law Enforcement Code of Ethics at all times

Education:

A High School diploma, GED, or equivalent;

Completion of 60 semester units / 90 quarter units from an accredited college or university is highly desirable

Experience

Pattern 1: Currently employed as a peace officer in a California general law enforcement agency with one year of full-time experience, or having been so employed within the last two years

Certification: Possession of a valid California P.O.S.T. Basic Certificate

or

Pattern 2: Currently employed as a peace officer with a general law enforcement agency of a state other than California with one year of full-time experience, or having been so employed within the last two years

Certification: Possession of a current California P.O.S.T. Basic Certificate waiver

IN ACCORDANCE WITH P.O.S.T., ALL APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:**License or Certificate:**

Possess a valid California driver's license

Possess a P.O.S.T. Basic Certificate

Age:

Be 20 years old by the date of the written examination and be 21 years, or older, at the time of appointment

Vision:

Be not less than 20/100 uncorrected or corrected to 20/30 with no color deficiencies

Citizenship:

Eligible for U.S. citizenship at the time of appointment

Criminal History:

No felony convictions

No misdemeanor convictions which mandate weapons prohibitions

WORKING CONDITIONS

Working conditions may include, but are not limited to: running, jumping, walking, kneeling,

crouching or crawling, subduing uncooperative individuals, chasing fleeing subjects, physically moving equipment and incapacitated or deceased persons, climbing stairs/ladders, going over obstacles, performing life-saving and rescue procedures, standing, sitting, or remaining in fixed positions for extended periods of time, and operating Department equipment and vehicles.

Function effectively while confronted with personal danger, including, but not limited to: exposure to armed/dangerous persons, dangerous animals, bodily fluids, communicable diseases, fumes, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters.

Department Head

Signature: _____

Date: _____

HR Director Signature: _____

Date: _____

Date CSC Adopted As
New Class: _____

Date(s) CSC Adopted
Revisions: _____

June 11, 2007; March 11, 2013

Class Code: _____

03101

Pay Grade: _____

P00

Bargaining Unit: _____

VPOA

EEOC Category: _____

04