



**CITY OF FORTUNA**  
**EMPLOYMENT OPPORTUNITY**  
for  
**POLICE OFFICER**  
Full-time, with benefits.

<b>SALARY:</b>	<b>\$44,087.10 - \$53,638.69 per year</b>
<b>APPLICATION:</b>	<b>Submit Resume (optional) and Application Form to: Attention: Human Resources City of Fortuna 621 11th Street, P. O. Box 545 Fortuna, CA 95540</b>
<b>FINAL FILING DATE:</b>	<b>Open until filled</b>

*The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.*

**DEFINITION:** Under the general supervision of a Police Sergeant, to perform law enforcement, crime prevention, traffic control, and crime investigation activities; to perform assigned, specialized law enforcement duties; to assist the public in a variety of ways; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:** Police Officer is the full-time, experienced and trained, intermediate working level class for City law enforcement officers. Incumbents may rotate through various jobs and are expected to perform the full range of Police Officer law enforcement assignments. Duties may include specialized assignments such as, but not limited to, field training officer, criminal investigation, narcotics enforcement, public safety presentations, delinquency prevention, and other assignments. Work is performed under the general supervision of a Police Sergeant, and job assignments are typically performed with minimal guidance and supervision with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Work is typically performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger. Some moderate to heavy physical labor and activity may be needed in certain situations. Outdoor work may include inclement weather. Assignments are occasionally performed in unpleasant or risky conditions.

In addition to other City requirements, any offer of employment for a Police Officer is conditional upon the candidate's successful completion of a background check, polygraph examination and extensive psychological testing.

**SPECIAL CHARACTERISTICS**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Police Employees Association (FPEA).
- The probationary period for a Police Officer is eighteen (18) months.

**EXAMPLES OF DUTIES:** Patrols assigned areas in an automobile and on foot, checking for crime and dangerous conditions; enforces State and local laws and traffic ordinances; responds to calls from the public regarding crimes, preservation of the peace, and protection of life and property; pursues and apprehends suspects; conducts initial and follow-up investigations of crimes; interviews witnesses and victims of crimes and others who may have information relating to the whereabouts of suspects; conducts undercover investigations; assists and cooperates with other law enforcement and public safety agencies; serves warrants and makes arrests; prepares reports of incidents and investigations; searches crime scenes for physical evidence such as fingerprints, footprints, and tire marks; photographs crime scenes; transports, books, and has responsibility for the care and custody of detained persons; issues traffic citations and performs traffic control work; performs accident investigations; may serve as field training officer or officer-in-charge; may perform investigations or other specialized law enforcement work as assigned; performs a wide range of law enforcement and community assistance duties, including public safety education.

**JOB REQUIREMENTS**

- Current enrollment or graduate of POST Academy at time of application.
- Must be 21 years of age at time of hire.
- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- Physical qualifications and fitness as may be prescribed by the City.
- Successful completion of a background check, polygraph examination and extensive psychological testing.

**EDUCATION AND EXPERIENCE:** High School diploma or GED required. Graduation from, or current enrollment in, POST Academy required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be graduation from the POST academy and current experience working as a California peace officer

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

- *Safe work practices*
- Human motivation and behavior.
- Functions of a local law enforcement agency.
- Modern law enforcement methods and procedures, including patrol, crime prevention, traffic control, and investigation.
- Laws and court decisions affecting the apprehension, arrest, and custody of persons accused of felonies and misdemeanors.
- Rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court.
- Basic criminal investigation procedures and techniques, including crime scene investigation, interrogation, fingerprinting, and booking.
- A wide variety of law enforcement work.
- Emergency vehicle operation.
- Use and care of firearms.
- Report writing.

**And Ability to:**

- Perform a wide range of law enforcement assignments, including some specialized work.

- Understand, interpret, and apply State and local laws and Department policies.
- React quickly and calmly in emergency situations and adopt effective courses of action.
- Drive vehicle in emergency situations.
- Perform a variety of public safety duties involving strenuous physical activity, ie. pursuing/restraining suspects, lifting injured persons.
- Follow oral and written directions.
- Use firearms safely and skillfully.
- Obtain information through interview, interrogation, and observation.
- Write clear and accurate reports.
- Deal tactfully and courteously with the public while performing law enforcement functions.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.*

**ESSENTIAL PHYSICAL ABILITIES**

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

**EMPLOYEE BENEFITS**

<b>Salary</b>	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for step increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Safety:</b> <u>Tier 2: PERS CLASSIC MEMBERS (3% at 55, 3 highest years)</u> - The current 9% employee contribution is paid by the employee. <u>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2.7% @ 57, 3 highest years)</u> – The 12% employee contribution is paid by the employee. For the 2.7% @ 57 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 copay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2018-2019, the maximum employee contribution for full coverage for employee only is \$81.16 per month, employee + 1 is \$140.12 per month, and employee + two (or more) is \$193.00 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after six years and four weeks after eleven years.
<b>Holidays:</b>	Twelve paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible <b>FPEA</b> employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

**EQUAL OPPORTUNITY**

The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

**REASONABLE ACCOMMODATION FOR THE DISABLED**

The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process, must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such

accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process.

#### **IMMIGRATION LAW**

In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

#### **THE COMMUNITY**

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

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