Position: **Police Officer**
Salary Range: **$4,842 - $6,174 per month**
Filing Deadline: **August 31, 2016**

Instructions for Submitting Your Application For Employment

Please complete the enclosed application materials thoroughly. Carefully follow the instructions on each form. <u>Resumes may not be substituted for the information requested in the application.</u>

Please mail your completed application to:

Port of Stockton
Attention: Human Resources
P.O. Box 2089
Stockton, CA 95201

Applications may also be delivered to the Port of Stockton Administration Building at 2201 W. Washington Street in Stockton to the attention of the Human Resources Department between 8:00am and 5:00pm.

<u>Directions:</u>

- From I-5, take the Fresno Avenue exit.
- At the foot of the off-ramp, turn right on Fresno Avenue.
- At the signal, turn left on Washington Street.
- Continue westbound on Washington approximately one half (1/2) mile.
- Turn right onto Port Road 13.
- The Administration offices are located on the right hand side of the road at 2201 W. Washington.

encl. Job Description
Port of Stockton Application for Employment
Supplemental Application
Authorization and Consent to Release Information
Recruitment Statistical Information Form

Stockton Port District
Job Description

Job Title: Police Officer
Department: Port Police
Reports to: Sergeant
FLSA Status: Non-Exempt
Classification: S1
Updated Date: July 6, 2015

SUMMARY: Under direct supervision, this position performs security and law enforcement activities to ensure safety of life and property in and around Port District grounds while ensuring compliance with all applicable Federal, State, and local laws and Port District Regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Patrols areas in and around Port properties, on the alert for unusual, suspicious, or threatening situations.

Responds to vessel arrivals and departures, completes the required paperwork in accordance with established policy.

Investigates unusual or suspicious circumstances and exercises sound judgment as to necessary actions.

Responds to calls for service and provides information, directions or other assistance, as needed.

Enforces federal, state and local laws and ordinances; issues warnings and citations and makes arrests as appropriate; testifies in court as needed.

Conducts preliminary and follow-up investigations relative to crimes, accidents, and injuries; submits complete, accurate, and timely reports.

Provides crime scene control including, but not limited to, identification of witnesses, interviews and preservation of evidence.

Coordinates vehicular traffic control as needed.

Prepares and maintains various logs and records.

Monitors local outside agency radio frequencies; keeping alert for emergencies and police-related incidents on or adjacent to Port premises.

Essential Duties and Responsibilities (Cont'd.)

Operates radio/telephone and computer equipment, including CLETS terminal as needed.

May render first aid and/or coordinate outside emergency response as needed.

Ensures compliance with Homeland Security requirements.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and/or Experience: High school diploma or equivalent and valid certificate of completion from the California P.O.S.T. Academy.

Knowledge: Knowledge of applicable California Penal Code; criminal and civil laws, regulations, terminology and concepts. Knowledge of modern police techniques, including, but not limited to forensic sciences, laws of arrest, and search and seizure. Knowledge of effective safety principles and practices pertaining to the work.

Skills and Abilities: Must have the ability to use sound judgment in quickly assessing a situation and acting decisively within legal and procedural guidelines. Must have the ability to write clear and concise reports, records, and other written materials. Ability to perform law enforcement activities; maintain firearms and first aid proficiency; ability to remain calm and take appropriate action in tense situations, deal courteously and tactfully with the public, while instilling confidence in police department actions. Ability to read interpret, and apply complex laws, procedures, and policies, understand and follow written and oral directives. Ability to meet physical, psychological and background standards sufficient to perform the essential functions of the Police Officer position. Ability to wear the required department equipment while performing the duties of a police officer. Ability to establish and maintain effective working relationships with Port staff, tenants, and other law enforcement agencies. Above average computer skills using word processing, spreadsheets, and departmental database software. Must have the ability to learn new and complex computer programs.

Certificates, Licenses or Registrations: Must possess and maintain a valid California driver's license and be insurable under the Port's liability policy or provide other insurance acceptable to the Port. Must possess and maintain First Aid, CPR and Blood borne Pathogens certifications. Must possess and maintain valid certificate of completion from the California P.O.S.T. Academy. The position requires passing an extensive background check. Must pass a background investigation and be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) card.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Work is primarily performed outdoors (possibly in hot, cold, or inclement weather) or indoors (possibly in a noisy or dusty environment). Frequent driving of a vehicle. Occasional to frequent walking and standing. May require climbing ramp or ladder to board a vessel. Available on-call, as needed.

PHYSICAL REQUIREMENTS: Must maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects.

EMPLOYMENT APPLICATION

Stockton Port District
P.O. Box 2089
Stockton, California 95201
An Equal Opportunity Employer

PERSONAL INFORMATION:

Name _____
(First) (Middle) (Last)

Mailing Address _____
(Street) (City) (State) (Zip)

Phone Number(s): Day _____ Evening _____

Email Address _____

Referral Source _____

Position applying for_____ Date available to begin work _____

Are you related to anyone in our employ? ☐ Yes ☐ No

If yes, state name(s) and relationship _____

_____

Have you previously applied for employment with us? ☐ Yes ☐ No

If yes, give date(s) and position(s) _____

_____

Do you have a legal right to work and be employed in the United States? ☐ Yes ☐ No

Proof of identity and authority to work in the U.S. is a condition of employment.

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? ☐ Yes ☐ No

If no, describe the function(s) that cannot be performed _____

_____

_____

EDUCATION:

	Name of School and Address	Number of Years	Graduate? (Yes/No)	Degree or Emphasis
High School				

EDUCATION (continued):

	Name of School and Address	Number of Years	Graduate? (Yes/No)	Degree or Emphasis
College				
Other				

List any additional education, special training or skills (languages, machine operation, management training, etc.) and membership in any job-related professional or technical associations. (Omit those that indicate race, creed, sex, marital status, age, color, national origin, disability, or any other protected class.)

_____

_____

EMPLOYMENT HISTORY:

Give details on all of your employment for at least the past 10 years. Give experience for a longer period if the work was related to the position for which you are applying. Start with your present or most recent position and work back. Use additional sheets of paper if necessary. Do not substitute a resume for the information requested.

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor

Telephone	Reason for Leaving	May We Contact ☐ Yes ☐ No

Description of Duties

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor

Telephone	Reason for Leaving	May We Contact ☐ Yes ☐ No

Description of Duties

EMPLOYMENT HISTORY (continued):

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor
Telephone	Reason for Leaving		May We Contact ☐ Yes ☐ No
Description of Duties			

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor
Telephone	Reason for Leaving		May We Contact ☐ Yes ☐ No
Description of Duties			

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor
Telephone	Reason for Leaving		May We Contact ☐ Yes ☐ No
Description of Duties			

EMPLOYMENT HISTORY (continued):

Employer	From	To	Your Position
Address	Starting Salary	Ending Salary	Name of Supervisor

Telephone	Reason for Leaving	May We Contact? ☐ Yes ☐ No

Description of Duties

REFERENCES:

Give below the names of three (3) persons not related to you, whom you have known at least two (2) years and who have knowledge of your work performance:

Name: _____ Occupation: _____

Address: _____

Phone Number(s): _____ Known How Long? _____

Name: _____ Occupation: _____

Address: _____

Phone Number(s): _____ Known How Long? _____

Name: _____ Occupation: _____

Address: _____

Phone Number(s): _____ Known How Long? _____

CERTIFICATION & ACKNOWLEDGEMENT:

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge. I understand that any misrepresentation, falsification or material omission of information on this application shall result in my failure to receive an offer of employment or, if hired, is cause for dismissal from employment. I hereby authorize investigation of all statements contained in this application, unless I have indicated in writing to the contrary.

I acknowledge a successful background check is required prior to employment.

Signature:_____ **Date:** _____

Supplemental Application
Police Officer

Applicant Name:_____

Please review the attached job description and describe how your education and/or experience relate to the **"MINIMUM REQUIREMENTS."** Be thorough. You may attach additional pages, if necessary.

_____

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I authorize investigation of all statements contained in this application and any attachments thereto. I understand that omission or willful misrepresentation of a material fact or other fraud in securing employment consideration shall constitute cause for disciplinary action, including discharge.

Signature:_____ Date:_____

Application deadline: August 31, 2016, 5:00 p.m.

❖ AUTHORIZATION AND CONSENT TO RELEASE INFORMATION ❖

I understand that in connection with the application process, the Port of Stockton may request information from my past employers, educational institutions, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I request, authorize, and consent to the release of any and all such information to the Port of Stockton consistent with all state and federal laws and hereby release and hold harmless every person or entity that communicates such information to the Port of Stockton in good faith and without malice from any and all claims or liability of any type whatsoever.

A copy of this authorization is as valid as the original.

_____ _____

Signature of Applicant Date

❖ Recruitment Statistical Information ❖

Position Applying For:_____ Date:_____

The information requested on this form is voluntary, and will assist the Port of Stockton in evaluating its recruitment program and in accurately compiling required statistical reports for federal and state agencies. This form will be confidential and kept separate from your application form.

Age Group: Under 40 ☐ 40 or over ☐

Sex: Male ☐ Female ☐

Category: I consider myself to be a member of the following group: (check one)

☐ White (not of Hispanic origin): *All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East*

☐ Black (not of Hispanic origin): *All persons having origins in any of the Black racial groups of Africa*

☐ Hispanic: *All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race*

☐ Asian or Pacific Islander: *All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa*

☐ American Indian or Alaskan Native: *All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition*

Are you a disabled veteran? Yes ☐ No ☐
(30% V.A. compensation or discharged because of disability incurred in line of duty.)

Are you a Vietnam Era veteran? Yes ☐ No ☐
(180 days Active Duty between 08/15/64 and 05/06/75.)