



Town of Colma Invites Applications for
Police Officer – Reserve
\$45.86 per hour
Part-Time Flexible Schedule
Approximately 20 hours per week

Recruitment is open until filled
First Review of Applications – March 23, 2018

The Position

The Town of Colma Police Department is seeking individuals who have graduated from a California P.O.S.T. certified academy and are committed to public safety and quality service to community residents, businesses, and visitors. We are a small, professional department, which enthusiastically supports the professional development of experienced Police Officers through unique training and academic opportunities.

Ideal candidates will:

- ◆ Have the ability to make arrests and to comprehend, explain and apply complex issues of the law; drive a motor vehicle under emergency conditions; qualify in the use of firearms on a periodic basis; write accurate and concise reports.
- ◆ Be responsive to all in need regardless of their position in life.
- ◆ Respect the diversity of our community.
- ◆ Serve as a steward of the resources provided.
- ◆ Solicit public support and involvement in our efforts to promote organizational efficiency without distracting from the overall quality of life in our unique Town.
- ◆ Exercise discretion and have compassion and understanding, treat people equally, and use sound judgment.
- ◆ Support alternative diversion programs for at-risk youth and first time offenders.
- ◆ Maintain cooperative relationships with the public, public officials, other employees, supervisors, and employees of other police and non-police organizations and agencies.

Essential Duties

Police Officers answer calls for the protection of life and property and for the enforcement of State and local laws. Police Officers conduct investigations of crimes and arrest suspects; investigate traffic accidents and enforce traffic laws; present evidence in court and interview complainants.

Priorities

- ◆ Responds to emergencies to protect life and property.
- ◆ Proactively identifies community issues and develops solutions with an emphasis on community-oriented policing and problem solving approach.
- ◆ Maintains a highly visible presence and provides a high level of service to the community.
- ◆ Patrols assigned areas within the community for the prevention and detection of crime and enforcement of laws and regulations.

- ◆ Addresses traffic safety issues and provides for orderly and safe traffic flow within the community. Identifies causes of problems and develops strategies to reduce traffic-related injuries and property damage.

Minimum Qualifications

- ◆ Must be at least 21 years of age at the time of appointment, a U.S. citizen and possess a valid California driver's license.
- ◆ Must have graduated from a California P.O.S.T. certified academy.

Education: Applicants must have a high school diploma/GED and at least thirty (30) semester units at an accredited college or university (by the date of application), to be eligible to participate in the selection process.

Physical:

- ◆ Be in excellent physical condition as determined by P.O.S.T. physical requirements.
- ◆ Have normal hearing in both ears without correction.
- ◆ Have 20/20 vision uncorrected/corrected (no more than 20/70 vision uncorrected).
- ◆ Have no serious color vision deficiency.
- ◆ Be free of disabling physical conditions or diseases that interfere with police work.
- ◆ Have weight in proportion to height & frame.
- ◆ Be emotionally stable and mature.

Knowledge of: Laws, government regulations, police operational procedures, modern management procedures (especially those effective in promoting a positive, healthy work environment), and motor vehicle operations.

Ability to: Participate in and pass an extensive background check; Make arrests and to read, comprehend, explain and apply complex issues of law derived from code books, computer screens and other printed materials; Drive a motor vehicle under emergency conditions and to hear verbal communications at normal speaking tones via radio and telephone and verbalize succinctly; Qualify in the use of firearms on a periodic basis; Write accurate, clear, concise, and factual reports; Analyze and prioritize situations and adopt effective courses of action while giving due regard to surrounding hazards and circumstances; Maintain cooperative relationships with other employees, supervisors, public officials, and employees of non-police organizations and agencies, as well as the public being served.

To Apply

Employment applications are available <https://www.colma.ca.gov/documents/employment-application-police-and-recreation/> . You may also obtain an application at Town Hall or at the Town of Colma Police Department. For more information or assistance, call 650.997.8300.

A COMPLETED TOWN EMPLOYMENT APPLICATION MUST BE SUBMITTED TO THE COLMA POLICE DEPARTMENT TO BE CONSIDERED FOR APPOINTMENT. A RESUME AND COVER LETTER RECOMMENDED. THIS RECRUITMENT IS OPEN UNTIL POSITION IS FILLED. FIRST REVIEW OF APPLICATIONS – MARCH 23, 2018.

Send Correspondence to:

Town of Colma
Police Department
1199 El Camino Real
Colma, CA 94014

The most qualified applicants will be invited to participate in the selection process. A complete medical examination including drug screening and psychological testing will be completed.

THE INFORMATION INCLUDED IN THIS ANNOUNCEMENT MAY BE CHANGED AT ANY TIME. THE INFORMATION DOES NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT.

THE TOWN WILL MAKE REASONABLE EFFORTS IN THE SELECTION PROCESS TO ACCOMMODATE PERSONS WITH DISABILITIES. PLEASE ADVISE THE PERSONNEL DEPARTMENT OF SUCH NEEDS AT THE TIME OF APPLICATION.

ALL EMPLOYEES HIRED BY THE TOWN OF COLMA MUST BE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES AND WILL BE REQUIRED TO PRODUCE CERTAIN DOCUMENTS VERIFYING SUCH INFORMATION. EOE

Revised 02/14/18