

Corning Police Department



**Applications are being accepted for
the position of**

POLICE DISPATCHER/CLERK

Starting Salary: \$4132.00 monthly

THE POSITION

Under general supervision, a Dispatcher/Clerk will: receive all incoming calls for police assistance; operate two- way radio using standard broadcasting procedures and rules; operate local, state and national computer systems; learn the geographic layout and street locations of Corning and the surrounding area; effectively communicate with the public in the police business office; provide information and referrals to the appropriate agency or City department; handle telephonic inquiries of both emergency and non-emergency nature; prepare complaints and report submissions to the District Attorney, Courts, Probation, County and State offices in a timely manner; maintain police records and confidential criminal history files; be able to exercise judgement and work with minimum supervision; process applications for special licensing and other related work; search prisoners and assist with interviews and statements, when necessary.

THE DEPARTMENT

The Corning Police Department is currently staffed by a Chief of Police, one Administrative Secretary, four Patrol Sergeants, five Police Officers, four full-time Dispatcher/Clerks, one Dispatcher/Records Supervisor, and one full-time Community Service Officer.

THE CITY

Corning is a rural community with a population of approximately 8000 residents. It is situated in the Sacramento Valley in Tehama County, 112 miles north of Sacramento on Interstate 5, and 25 miles northwest of Chico. The area offers ample opportunity for those interested in hiking, hunting, fishing, and all phases of recreation. Additional community facilities include excellent schools, a modern library and 21 churches. Advanced educational opportunities at Shasta and Butte Community Colleges and the California State University, Chico are all available and within an hour drive. We offer an excellent environment for the growth and development of individuals and families.

REQUIRED QUALIFICATIONS APPLICANTS MUST:

- Possess a High School Diploma or G.E.D.
- Possess a valid California driver's license and have a satisfactory driving record
- Be a minimum of 18 years old at the time of appointment
- Be a US citizen or a permanent resident alien who is eligible, and has applied for, US citizenship
- Possess physical characteristics that include proportional height/weight, normal hearing and visual acuity (correctable to 20/30)
- Have the ability to communicate effectively, solve problems, make sound judgments under pressure, have excellent observational skills, have a willingness to confront problems, have an interest in people, have a desire for self-improvement, have appropriate grooming standards, be dependable, have integrity, be able to operate a motor vehicle, have credibility as a witness in court
- Meet background investigation, medical and psychological standards
- Ability to complete DOJ-certified CLETS training
- Must be able to assume rotating shift assignments, to include weekends and holidays
- Possess a working knowledge of computers and associated technology
- Must be physically able to stand and/or sit for long periods of time; operate keyboard and/or typewriter for long periods of time; reach for and lift file boxes; stoop; bend, and squat to obtain files, etc. from cabinets; lift and carry boxes of office supplies, typewriters and computers; stretch to retrieve various resources.
- Ability to complete a POST-certified dispatch course within one year of appointment
- Be familiar with general office filing procedures
- Spanish speaking ability is desirable, but not required
- Type forty (40) words per minute net. Typing certificate dated within the past six months required at time of application. Internet tests are not accepted.

SALARY AND BENEFITS:

This position is covered under the Dispatchers MOU and subject to benefits as specified for that Unit. Please refer to the City's website www.Corning.org for information regarding Holiday and Vacation pay, Compensatory Time Off, Sick Leave, Retirement, and Insurance.

COMPETITIVE SELECTION PROCESS

APPLICATION REVIEW BOARD: All applicants must submit a complete City of Corning application with clear, concise and complete information regarding their qualifications for the position. Those candidates whose qualifications best meet the City's requirements will be invited to participate further.

WRITTEN EXAMINATION: This examination shall include the POST Written/Practical Exam. This Exam is a three-hour test and consists of eleven areas that test verbal ability, reasoning, memory and perceptual ability.

ORAL APPRAISAL INTERVIEW: This interview is to evaluate training, experience and personal qualifications.

BACKGROUND INVESTIGATION: Candidates successfully completing all prior phases of the selection process will be subject to a thorough background investigation. This investigation is

used to determine a candidate's moral character and suitability for employment with law enforcement. The investigation may include (but not be limited to): a computerized voice-stress analysis, criminal and military record check, driving and credit history, and previous employer(s) and references.

PSYCHOLOGICAL EVALUATION: Candidates will be evaluated for their suitability for employment as a Corning Police Dispatcher/Clerk.

MEDICAL EXAMINATION: Prior to appointment, candidates must successfully complete a medical examination, including a drug screen, to determine if they meet the City's medical standards for this position.

TO APPLY

An application may be obtained from our website at www.corningpd.org. Please submit your completed application and any necessary documentation in a sealed envelope addressed to:

Chief of Police - "CONFIDENTIAL"
774 Third Street
Corning, CA 96021

If you have any questions, call 530-824-7015. When a sufficient number of applicants have been preliminarily qualified, they will be invited to participate in the selection process. Resumes may be attached but are not accepted in lieu of the City application. Faxed applications are not accepted. In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage in the testing process, please provide advanced notice and your request will be considered.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

**THE CITY OF CORNING IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY PROVIDER
AND EMPLOYER**

PRE-EMPLOYMENT BEHAVIORAL STANDARDS

The Corning Police Department has established pre-employment behavioral standards. The standards are designed to ensure that the Corning Police Department employs people who have demonstrated sound judgment, maturity, honesty and respect for and adherence to the laws of the State of California while taking into account youthful indiscretion and experimentation.

Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline and responsibility.

The following standards are applicable to applicants for the Corning Police Department:

A. HONESTY

Criminal justice employees have access to sensitive information. They are subject to be witnesses in court. Honesty and integrity are the cornerstone of trust and credibility.

Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration for employment. Dishonesty includes misstating or misrepresenting identifying information, or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misstating, misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicant's suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including the interviews conducted as part of the investigation, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.

B. INTERPERSONAL CONDUCT

Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their dealings with others, and respect for other's rights. There are certain criminal acts which will make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include, among others, murder, rape, robbery, any violent assault upon another, including spousal battery, mayhem, sexual

battery, or other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.

C. CONDUCT AGAINST SOCIETY

Criminal justice employees and peace officers must have demonstrated sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious conduct which will disqualify the applicant. Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stole any significant amount of money, goods, or services from their employers; stole any significant item, goods, or amount of money, while in a position of trust, or any other act which demonstrates lack of respect for other's property shall not be eligible for employment.

D. HISTORY OF STABILITY

Criminal justice employees and peace officers must have a history of stability as demonstrated by

their prior employment history. An applicant who has resigned from employment in lieu of termination except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation (except for reduction in work force within the last three years), or those who have held more than three permanent job positions (not including promotions) within five years (with the exception of students and construction workers), shall be disqualified from employment.

E. ABILITY TO LEARN

Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant's employment history or academic history. Dispatcher/Clerk applicants who have been dismissed from a basic course of instruction at a P.O.S.T. Certified Academy or its' equivalent in another state within the past three years shall not be eligible for employment. Dispatcher/Clerk applicants who have not successfully completed an F.T.O. program as demonstrated by either termination or resignation while in the program, within the past three years shall not be eligible for employment.

F. ABILITY TO OPERATE A MOTOR VEHICLE

At Times, Dispatcher/Clerks shall be expected to be able to operate a motor vehicle in a safe and efficient manner. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidenced by their driving history. Applicants shall not have had more than two chargeable accidents where they have been found most at fault by the investigating agency in the past four years. Applicants may not have more than three infraction moving violations within the past five years. Applicants shall not have any record of alcohol-related incidents, such as drunk driving, or such a charge reduced to reckless driving, within the past three years. Any applicant who has more than one such offense shall not be eligible for employment.

G. JUDGMENT AND CREDIBILITY AS A WITNESS

Dispatcher/Clerks are expected to have demonstrated a pattern of sound judgment. They must be a credible witness in a court of law. Both areas are specific job dimensions outlined by the Commission on Peace Officer Standards and Training (P.O.S.T.). Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal Laws and a history of violating the law does not show sound judgment and hence, is not compatible with law enforcement.

H. PRE-EMPLOYMENT DRUG POSSESSION

The Corning Police Department has adopted the following standards for pre- employment drug possession. Possession shall be defined as each time the drug was in the applicant's personal possession, either within the body or in the hands, clothing, vehicle, home residence, or any other area where the applicant has control.

Substance	Possession/Usage within the past	Maximum Lifetime Usage
Marijuana or any derivative	3 years	25
Amphetamines	5 years	5
Nonprescribed Anabolic Steroids	5 years	5
Barbiturates	5 years	5
Cocaine	5 years	5
Illegal Use of Prescription Drugs	5 years	5
Methamphetamines	5 years	5
Crack	Never	0
Heroin/Non-prescribed Opiates	Never	0
Intravenous Illegal Use	Never	0
LSD/Mushrooms/Hallucinogens	Never	0
PCP	Never	0
Any Other Illegal Drugs	Never	0

I. PHYSICAL ABILITY

Dispatcher/Clerks must be able to perform their duties. They must be able to lift objects, operate equipment (including computers) hear voice, radio, and telephone communications, read license plates. Dispatcher/Clerks must be able to work varying shifts, including nights and holidays.



City of Corning

EMPLOYMENT APPLICATION

Return completed application to:

Corning Police Department
774 Third Street • Corning, CA 96021
(530)824-7000 • www.corningpd.org

Date _____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____

Address _____ City _____ State _____ ZIP _____

Mailing Address (If different from above) _____

Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____

Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No

Driver's License # _____ Class _____ State Issued _____ Expiration Date _____

Were you previously employed by the City of Corning? Yes No If yes, when? _____

Under what names? _____

List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP
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NAME	ADDRESS	PHONE #	RELATIONSHIP
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Do you type? Yes No _____ WPM Do you take shorthand? Yes No _____ WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe _____

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						



In order for your application to be considered, the following section **MUST** be completed.

A resume may be attached but will not be acceptable in lieu of this section.

List below all present and past employment **FOR THE LAST 10 YEARS** beginning with your most recent job.

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			

Dates Month - Year	COMPANY	POSITION HELD	
	ADDRESS	YOUR SUPERVISOR	
Start	BUSINESS	YOUR DEPARTMENT	PHONE #
End	REASON FOR LEAVING	YOUR DUTIES	
Total Time			

May we contact the employers listed? Yes No If not, which one(s) may we contact?

Have you every been discharged or forced to resign? Yes No If yes, describe:

I HEREBY CERTIFY THAT MY ANSWERS TO THE QUESTIONS IN THIS APPLICATION ARE COMPLETE, ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AGREE AND UNDERSTAND THAT ANY OMISSION OR MISSTATEMENTS OF MATERIAL FACTS CONTAINED IN THE APPLICATION MAY CAUSE ME TO FORFEIT ALL RIGHTS OF EMPLOYMENT. I UNDERSTAND THAT THE INFORMATION PROVIDED BY ME WILL BE VERIFIED AND THAT FAILURE TO COMPLETELY ANSWER ANY QUESTION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT. **THE CITY OF CORNING IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.**

Signature of Applicant _____ Date _____