

# Corning Police Department



Applications are being accepted for  
the position of

## COMMUNITY SERVICE OFFICER - FULL-TIME

Starting Salary: \$3542.00 monthly

### THE POSITION

Under general supervision, the Community Service Officer will: perform a wide variety of non-sworn field and office law enforcement and animal control tasks, including animal control, parking enforcement, traffic and crowd control, evidence collection, processing and maintenance, fingerprinting, registration of criminal offenders, abandoned vehicle identification and abatement, nuisance abatement, report taking, general office work, supervision and leadership to the part-time Community Service Officers, as required, and crime prevention activities. Community Service Officers will also operate a 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; 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 Police Department is a 24-hour operation, so shift work (evenings, late nights, weekends, and holidays) may be required for the position.

### THE DEPARTMENT

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

### 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.

## **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to the following:

***Serve as Parking Enforcement Officer:*** Patrol City streets and enforce laws and regulations applicable to non-moving vehicles; write citations for parking violations; assist in identifying and abating abandoned vehicles; assist in directing traffic and participating in special traffic control functions.

***Serve as Animal Control Officer:*** Patrol City streets apprehending and confining stray, unwanted, sick, lost and found animals; follow up on animal bite incidents; prepare and write required animal control reports; assist in dog licensing process; assist in the rabies vaccination program; issue warnings and animal violation citations, and; other animal control duties as required.

***Evidence/Property Room:*** Processing of evidence and property and its release, auction, destruction, and delivery to court, laboratories, and other locations; and maintains property and evidence according to prescribed procedures.

***Training:*** The Full-Time Community Service Officers will provide training, supervision, and leadership to the part-time Community Service Officers, as required.

***Miscellaneous:*** Take and document non-injury traffic collisions, minor crime and non-criminal incident reports where interviewing only non-suspect victims and witnesses are required; maintain video and photo equipment; assist in the nuisance abatement program; serve as a court and District Attorney liaison; assemble reports; submit information to other departments as required; serve as a liaison between the Department and the public; coordinate and publicize a variety of programs including crime prevention, Neighborhood Watch, child safety programs and other public safety related programs; inspect and sign off minor traffic citations; serve subpoenas; testify in court as required; fingerprint applicants and register criminal offenders who are required by law to register with the Police Department; search prisoners; general clerical duties as required, such as typing, filing, writing receipts for money received; destruction of files as authorized by law; perform other duties as assigned.

## **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
- Complete a POST approved 832 PC course within one year of hire.
- 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 as needed
- Possess a working knowledge of computers and associated technology
- Must be physically able to stand and/or sit for long periods of time; reach for and lift file boxes; stoop, bend, and squat, etc.; stretch to retrieve various resources/items
- Spanish speaking ability is desirable, but not required
- No prior police experience is required; however, it is desirable for applicants to have a work history related to public service.
- Basic English grammar, spelling, punctuation, and report writing techniques.

### **SALARY AND BENEFITS:**

This position is covered under the Miscellaneous Unit MOU and subject to benefits as specified for that Unit. Please refer to the City's website [www.Corning.org](http://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 Community Service Officer.

**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**

A City of Corning application is included with this job description packet or may be obtained from our website at [www.corning.org](http://www.corning.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. Resumés 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.

#### **F. ABILITY TO OPERATE A MOTOR VEHICLE**

Community Service Officers 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**

Community Service Officers are expected to have demonstrated a pattern of sound judgment. They must be a credible witness in a court of law. 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**

Community Service Officers 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. Community Service Officers 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](http://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 \_\_\_\_\_