



## **POLICE DISPATCHER (ENTRY-LEVEL)**

**SALARY: \$4,491 - \$5,459/month**

**(PERS Retirement Plan – Formula determined by PERS depending on candidate's new or prior PERS enrollment)**

**This is a recruitment for Entry-Level Public Safety Dispatchers.** Under supervision, receives and transmits emergency public safety messages by telephone, voice radio, and alarm signals, and performs related duties as required. **Must work alternating shifts including some weekends and holidays.**

### ***ESSENTIAL JOB DUTIES***

Secures and records information as to the exact location and circumstances of emergencies; uses voice radio to dispatch necessary equipment in accordance with predetermined plan, and notifies supervisor on duty; keeps radio contact with officers on assignment; keeps supervising officers informed of situations; maintains communication liaison with other agencies; studies and is familiar with locations of streets, buildings, and patrol beats; and performs miscellaneous clerical duties.

### ***REQUIRED QUALIFICATIONS, KNOWLEDGE, AND SKILLS***

**Education and Experience:** High School graduate or G.E.D.; one year responsible general clerical, communication, or public service experience. Candidates who have not completed the POST Public Safety Dispatcher Basic Course prior to employment will be sent to the course during the first year of appointment as a dispatcher.

**Knowledge of:** Police office practices and procedures and basic radio and telephone communications. Knowledge of geography of Montclair desirable.

**Special Skills:** Type 40 Net Words Per Minute (WPM)

**Ability to:** operate radio, telephone, and teletype equipment; work any shift (rotating every four months), or day of the week; reason and react effectively in emergency situations; cooperate with others; apply procedures for handling unique problems; work under pressure and shift suddenly to new tasks when priorities change; work rapidly and accurately with names, numbers, codes, and symbols; exercise good judgment with a memory for details; recognize and keep information confidential; and speak clearly and distinctly.

### ***SELECTION PROCESS***

The Montclair Police Department offers full testing services for the position of Entry-Level Police Dispatcher through **National Testing Network, Inc.** To begin the application process for this position and schedule testing, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select **EMERGENCY COMMUNICATIONS**, and sign up for the **Montclair Police Department.**

What to expect at the National Testing Network website:

- ✓ Completion of the NTN application process.
- ✓ Review all information related to Montclair's Entry-Level Police Dispatcher position, including minimum requirements, salary, and benefits.
- ✓ Detailed information about the testing process.
- ✓ Schedule your own convenient test time. Tests are offered multiple times a week.
- ✓ Take high quality job simulation tests in a standardized, fair testing environment.

Upon completion of the entry level exam, all candidate scores are automatically made available to the Montclair Personnel Department. As staffing needs require, the City of Montclair will review applications and test scores from NTN's candidate pool and invite selected candidates to participate in other stages of the selection process including an oral board interview. **Selected candidates will be requested to submit a City Application and a Certificate of Typing Proficiency at 40 net wpm or better when invited to the next phase of the selection process.** Typing Certificates must have been issued within the last 12 months of date submitted, and may be obtained from any qualified agency such as a college, trade school, or employment agency; requirements can be found on our website. No "on-line" typing tests will be accepted.

National Testing Network is a service provided to conduct entry-level testing in a standardized, professional environment. National Testing Network does not replace the City of Montclair's responsibility and decision making in the testing process. All candidate results are provided to the City of Montclair where the final decisions are made.

**PLEASE DO NOT SUBMIT A CITY APPLICATION OR CONTACT CITY OF MONTCLAIR FOR TEST SCORES OR STATUS OF YOUR APPLICATION.**

## ***THE CITY***

Montclair was incorporated in 1956 as a General Law City and presently operates under a Council-Manager form of government. Four Council Members and the Mayor are elected at-large for four-year terms. Montclair is located at the western end of San Bernardino County and is a convenient distance of 35 miles from the Los Angeles Civic Center. Beaches, deserts, mountain resorts, and other recreational facilities are equally accessible by way of the excellent freeway system serving the Montclair area. The geographic size of the City is five square miles with a population of approximately 38,944 (U.S. Census Bureau, V2016). Montclair has a successful, multimillion-dollar regional shopping center which opened in 1968 and provides major retail shopping for the Inland Empire residents.

## ***PERSONNEL PROCEDURES***

All employment activities are conducted under the City's merit system. Following acceptance of applications, qualified candidates are normally given either a written test, structured oral interview, or both prior to employment.

## ***EMPLOYMENT RULES***

Only U.S. citizens and lawfully-authorized alien workers are considered for employment. A standard loyalty oath must be taken by each new employee. Prior to receiving a job with the City of Montclair, the top candidate must submit a valid social security card and must pass a background investigation and a preemployment physical, including a drug screening, at City expense. A one year probationary period is required before gaining regular status, with the exception of employees represented by the Montclair Police Officers Association (MPOA) who are subject to an eighteen-month probationary period.

## ***EMPLOYEE BENEFITS***

Fulltime employees are currently covered by the Public Employees' Retirement System. The City contributes to medical, dental, and vision health plans for the employee with family coverage available. A term life insurance policy is paid by the City, as well as a long-term disability plan. To encourage employees to further their education in job-related fields, an educational subsidy is available upon completion of one-year probation.

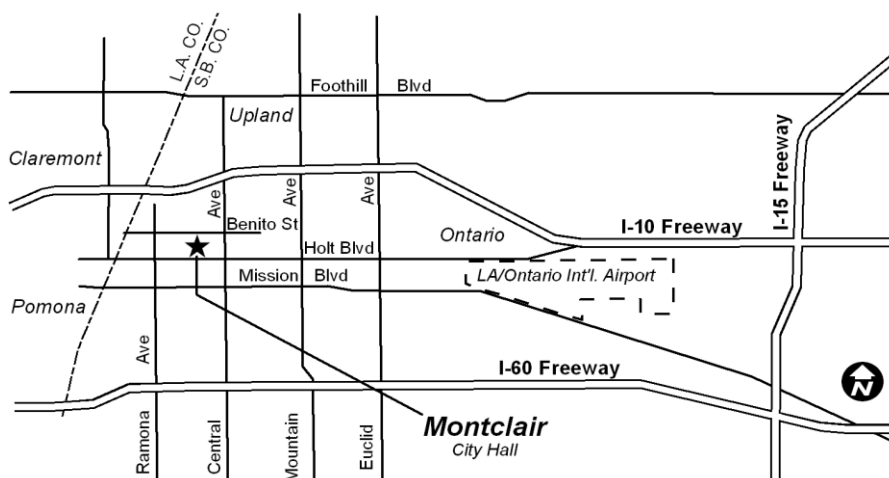
Nonshift employees receive 80 hours of vacation after one year of service; 120 hours after five years of service; 160 hours after ten years of service; and 200 hours after 20 years of service. Shift employees receive 145.21 hours of vacation after one year of service; 217.79 hours after five years of service; and 290.40 hours after ten years of service. Sick leave accumulates at the rate of eight hours per month. The City may credit an employee who is coming from another governmental agency with one half of his/her accumulated sick leave up to a maximum of 240 hours. Presently, 104 hours of paid holidays are provided each year for nonshift employees and 157.29 hours of paid holidays are provided each year for shift employees.

## ***SALARY PRACTICES***

Classifications are assigned to a pay range comprised of five individual steps, with an approximate five-percent differential between each step. A step increase is possible after six-months, or one year for Police Officers and Firefighters, depending on performance. Yearly increases, based on merit, are possible until the maximum is reached. Position classifications and salaries are evaluated periodically; and cost of living increases are negotiated by bargaining units. Salaries are based on 26 pay periods per year.

## ***NONDISCRIMINATION POLICY***

Pursuant to Section 51.55 of the Office of Revenue Sharing regulations, implementing Section 504 of the Rehabilitation Act of 1973, notification is hereby given that the City of Montclair does not discriminate on the basis of handicapped status in the admission of, access to, or treatment of employment in its programs or activities.



# MONTCLAIR POLICE DEPARTMENT HIRING STANDARDS

## **BEHAVIORAL STANDARDS FOR APPLICANTS FOR EMPLOYMENT/FAIR EMPLOYMENT:**

The purpose of a preemployment background investigation shall be to promptly, efficiently, and fairly identify those applicants who are unfit for public service or whose prior conduct is contradictory to, or incompatible with, the law enforcement mission. No selection standard of the department shall be in conflict with, or contrary to, the spirit or letter of fair employment laws of the State of California or the laws of the United States. The City of Montclair and the Montclair Police Department declare themselves to be an equal opportunity employer.

## **FELONY CONVICTION DISQUALIFICATION:**

Any person who has ever been convicted of any offense declared by law to be a felony in this or any other state shall not be eligible for employment with the department.

## **MISDEMEANOR CONVICTION DISQUALIFICATION:**

Any person who has been convicted within the past three years of any criminal offense declared by law to be a misdemeanor in this or any other state may not be eligible for employment with the department.

Any person still on probation (**supervised or unsupervised**) for any criminal conviction shall not be eligible for employment with the department.

Any Person convicted of any of the following misdemeanor offenses may not be eligible for employment with the department:

1. Larceny/theft
2. Assault or battery
3. Indecent exposure
4. Annoying children
5. Perjury
6. Resisting arrest
7. Filing a false police report
8. Impersonating a police officer
9. Domestic violence
10. Fraud
11. Driving under the influence-alcohol/narcotics

Any person whose conviction has been set aside pursuant to Penal Code Section 1203.4(a) or 1000.4 shall be considered to have been convicted within the meaning of this section.

Any person whose juvenile records have been and remain sealed or expunged pursuant to Penal Code Section 851.7 or 851.8 shall be deemed never to have been convicted within the meaning of this section.

## **CRIMINAL CONDUCT:**

Applicants for employment with the department whose prior conduct includes involvement in criminal conduct, as specified, may not be eligible for employment with this department. "Involvement in criminal conduct" specifically includes acts which may have gone undetected, unreported, and/or unprosecuted including:

- a. As an adult, any act which would constitute a felony offense in this state committed within the past seven years.
- b. Any act which would constitute a misdemeanor offense in this state committed at any time prior to or after application for employment with this department.
- c. Any act, as specified, committed at any time prior to or following application for employment with the department, including:
  1. Forcible rape
  2. Robbery
  3. Possession of a controlled substance for sale
  4. Assault with a deadly weapon
  5. Lewd acts with a child
  6. Perjury
  7. Homicide
  8. Grand larceny/grand theft auto
  9. Theft of public funds
  10. Assault under the color of authority
  11. Any offense declared by law to constitute a "hate crime"
  12. Embezzlement
  13. Sexual assault
  14. Burglary
  15. Arson
  16. Identity theft
  17. Child/elder/spousal abuse

## **MOTOR VEHICLE OPERATION (POSITION SPECIFIC):**

Applicants for employment with the department who, based on Department of Motor Vehicle records, display a propensity for any of the following may be disqualified from consideration for employment:

1. Driving under the Influence-alcohol/narcotics
2. At-fault traffic accidents
3. Moving or non-moving violations of the California Vehicle Code

## **CRIMINAL CONDUCT/LATERAL ENTRY:**

Applicants for employment with the department who are presently employed by any public criminal justice agency shall be required to sign a disclosure statement authorizing the department to reveal to their present employer any admissions of criminal conduct which occurred, or which may have occurred, during their employment for that agency. Upon written demand of the department head of any such agency, and consistent with this order, the

department shall fully cooperate with any official investigation initiated by that applicant's present employer concerning any such admissions of criminal activity.

**CRIMINAL CONDUCT/OUTSTANDING ARREST WARRANTS:**

Any person who has an outstanding warrant for his/her arrest shall not be eligible for employment with the department.

**GROSS MISCONDUCT:**

Any person who, as an adult, has been previously dismissed from any employment or discharged from the Armed Forces of the United States for proven gross misconduct shall not be eligible for employment with the department. "Gross misconduct" shall include, but not be limited to:

1. Embezzlement
2. Willful disobedience of a lawful order
3. Sexual harassment
4. False statements to superior officers
5. Filing false official reports
6. Desertion
7. Assault under color of authority
8. Battery against any coworker or supervisor
9. Terrorist threats against any coworker or supervisor

**DISHONORABLE/LESS THAN HONORABLE DISCHARGE FROM THE MILITARY SERVICE:**

Any person who has been dishonorably or less than honorably discharged from the Armed Forces of the United States shall not be eligible for employment with the department.

**USERS OF ILLEGAL DRUGS/CURRENT:**

Any person who is a current user of illegal drugs shall not be eligible for employment with the department. "Current" user of illegal drugs shall mean any person who has illegally used any controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) within one year of application. All applicants for employment with the department shall undergo a chemical test designed to reveal the presence of illegal drugs.

**USERS OF ILLEGAL DRUGS/PRIOR:**

Any person who has previously and unlawfully ingested any controlled substance classified as a hallucinogenic or other controlled substance (as defined in Schedules 1 through 4 of the Uniform Controlled Substance Act) shall not be eligible for employment with the department.

Any person who has, within the past three to five years, and as an adult, illegally possessed any controlled substance (as defined in Schedules 1 through 4 of the Uniformed Controlled Substance Act), excluding the simple possession of an ounce or less of marijuana, may not be eligible for employment with the department.

**FALSE STATEMENT(S) ON APPLICATION:**

Any applicant for employment with the department who makes any knowing and deliberate false statement or omission of material fact on any application document for the department shall not be eligible for employment. False statements include deliberately non-responsive answers and knowing evasions of any type. Knowing and deliberate false statements or omissions of material facts discovered on any application document at any time following employment with the department shall be immediately investigated, and where proven, shall be grounds for dismissal.

**FRAUDULENT APPLICATION DOCUMENT(S):**

Any applicant for employment with the department who knowingly offers any altered or fraudulent document(s) in connection with his/her application for employment with this department shall not be eligible for employment. Where such altered or fraudulent document(s) are discovered subsequent to employment with the department, such shall be immediately investigated, and where proven, shall be grounds for dismissal.

**INVOLUNTARY SEPARATION FROM EMPLOYMENT:**

Any applicant for employment with the department who, as an adult, has been dismissed from employment "for cause" two or more times shall not be eligible for employment.

**DELINQUENCY ON FINANCIAL OBLIGATIONS/CHILD OR SPOUSAL SUPPORT:**

Any applicant for employment with the department who is presently delinquent or in the arrears for any court-ordered child or spousal support payments shall not be eligible for employment.

**DELINQUENCY ON FINANCIAL OBLIGATIONS/COLLECTIONS:**

Any applicant for employment with the department who is presently in collections for any valid credit obligation may not be eligible for employment.

**TOTALITY OF CIRCUMSTANCES:**

The City of Montclair will strive to consider the "totality of circumstances" when reviewing an applicant's background and suitability for public service. The final decision for employment or disqualification rests with the Chief of Police.