



CITY OF SANTA ANA

SELECTION PROCESS, SALARY & BENEFITS

for

POLICE RECRUIT (BILINGUAL & NON-BILINGUAL) &

POLICE OFFICER ACADEMY GRADUATE (BILINGUAL & NON-BILINGUAL)



The following step-by-step instructions are designed to explain the selection procedure for Police Recruit and Police Officer Academy Graduate. If you have any questions, please call the Human Resources Services Department at (714) 647-5340. We are open Monday through Thursday, 7:30 a.m. to 5:30 p.m. & Fridays 8:00 a.m. to 5:00 p.m. (we are closed every other Friday and city observed holidays)

APPLICATION PROCESS

Step 1: Submit an application online. Make sure to answer all the supplemental questions. The Human Resources Services Department and Police Department will review your application to ensure that you meet the minimum requirements set forth by P.O.S.T. and our agency, as well as possess the most pertinent qualifications for the position.

Step 2: Wait to receive an email notification from the Human Resources Services Department to see if you passed the initial screening conducted by our system and have been invited to participate in the first exam component. Please check your email regularly. We do not send notifications via mail with the exception of written exam t-scores on letterhead as required per POST.

SELECTION PROCESS – PHASE I

FRONTLINE NATIONAL EXAM

Those applicants who pass the initial screening will be invited to participate in the Frontline National Exam, which includes multiple-choice simulations and computer administered test in which candidates must complete the following three test components: a video-based human relations test, report writing, and reading comprehension. The examination is administered by the National Testing Network.

For more detailed information and practice items with discussion, visit the FrontLine Practice Test website at www.frontlinetest.com. This site allows you to interactively review seven example video test items, with a discussion of the possible answer choices. The site also has a 21 item practice reading test.

APPLICATION SCREENING BY HUMAN RESOURCES SERVICES DEPT.

Due to the high interest in Police Recruit/Police Officer Academy Graduate, applications initially received are screened solely by our applicant tracking system based on the answers provided in the supplemental questionnaire. After confirmation from the applicant that they are interested in moving forward, Human Resources Services Department will review the application manually and thoroughly to make sure that: the application was properly and completed, there were no inconsistencies with your supplemental questionnaire answers, and that the desired and required qualifications are met. Applicants will then be instructed to schedule for the Frontline National Exam.

In an effort to save time and hasten the selection process, Police Recruit/Academy Graduate applicants may take the physical agility test, oral interview exam, and attend a background orientation meeting on the same day. Allow anywhere from 3 to 8 hours to complete the entire exam process (total time will depend on group size).

Exams may be taken on the same day but not necessarily in the order listed below.

PHYSICAL AGILITY TEST (PAT)

Applicants must complete a 1.5 mile run within 14 minutes to continue with the test components listed below:

- 500 YARD RUN - Run 500 yards
- SOLID FENCE CLIMB - Run 5 yards to a 6-foot solid fence, climb over fence, and continue running another 25 yards
- CHAIN LINK FENCE - Run 5 yards to a 6-foot chain link fence, climb over fence, and continue running another 25 yards
- OBSTACLE COURSE/AGILITY RUN - Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle
- BODY DRAG - Lift and drag 165-pound lifelike dummy 32 feet

Each of the above five events are timed. Candidate's performance times are converted to points and summed. Candidates must accumulate a minimum total score of 384 points.

When you appear for the physical agility test, be sure to wear appropriate clothing, including athletic or tennis shoes.

ORAL INTERVIEW (this score accounts for 50% of your final score)

Those applicants who pass the FrontLine Exam, Human Resources Dept. application screening, and PAT will proceed to the **Oral Interview Exam** which consists of a 30-minute interview. The panel will evaluate your communication, interpersonal and decision-making skills. In addition, Police Officer Academy Graduate applicants will be evaluated on their academic technical knowledge. ***ALL APPLICANTS ARE EXPECTED TO BE PREPARED FOR THE INTERVIEW. APPLICANTS ARE EXPECTED TO KNOW ABOUT THE CITY, THE POLICE DEPT., AND THE POLICING PHILOSOPHY.***

BACKGROUND INVESTIGATION

If you are successful in the oral interview, you will be asked to attend a **Background Investigation Orientation** meeting where you will receive the documents necessary to complete your Personal History Statement packet as well as instructions to access the eSOPH program. This information will be completed and submitted through the eSOPH program and/or in person, to a Background Investigator. An initial background interview and thorough **Background Investigation** may be conducted at this point.

BACKGROUND ORAL INTERVIEW (this score accounts for 50% of your final score)

Upon successful completion of the background investigation, you will be invited to participate in a **Background Oral Interview Exam**. The panel will discuss what was found during your background investigation, will determine if you are a good fit for the department, and will also discuss your qualifications.

POLICE CHIEF'S BACKGROUND FILE REVIEW

Upon successful completion of the background oral interview, the contents of your background file and results of the background investigation will also be evaluated by the Police Chief. If you are successful in this step, you will receive a conditional offer of employment. **Appointment to the position of Police Recruit or Police Officer Academy Graduate is contingent upon successful completion of the remaining selection components listed under Phase II.**

SELECTION PROCESS – PHASE II

POLYGRAPH EXAM, PSYCHOLOGICAL EVALUATION, AND MEDICAL EXAM:

Note that the exams may be taken in a different order than what is listed below based on the candidate or evaluator's availability and in an effort to hasten the process.

Candidates will undergo a **Medical Exam***, including drug screening, stress EKG, back x-ray, and tuberculosis test, among other tests.

Candidates will take a **Polygraph Examination** designed to determine the truthfulness of his/her responses about his/her qualifications and suitability as a Police Recruit or Police Officer Academy Graduate.

During the **Psychological Evaluation** candidates will be interviewed by a licensed psychologist to assess the candidate's behavior and character to determine if he/she is at significant risk for employment problems as a Police Recruit or Police Officer Academy Graduate.

Candidates who listed one of the six approved bilingual languages on their application may be invited to take the bilingual oral fluency exam on the day of their new hire orientation. The **Bilingual Oral Fluency Exam** is designed to assess your ability to effectively interpret, translate and convey information to monolingual speakers of the second language. You will be evaluated on your ability to converse in the specified second language. It is NOT designed to assess your writing skills. IF YOU TAKE THE EXAM AND ARE NOT SUCCESSFUL, YOU CAN STILL BE HIRED AS A NON-BILINGUAL CANDIDATE.

ELIGIBLE LIST

If you successfully complete all the components above, with the exception of the bilingual oral fluency exam, you will be placed on an eligible list for Police Recruit or Police Officer Academy Graduate. Your placement on that list is determined by the average of your initial oral interview and background oral interview scores. **Note you may be placed on the eligible list prior to knowing the results of your medical exam.*

Those Police Recruit and Police Officer Academy Graduate candidates who successfully complete all of the components, including the medical exam, as listed above will be appointed in accordance with the City's Civil Service provisions. **You should not give notice to your current employer until you are officially notified that you have received appointment.** Available openings may be limited or affected by budgetary restrictions or other arising conditions.

SALARY & BENEFITS AS OF JULY 01, 2021
for
POLICE RECRUIT & POLICE OFFICER ACADEMY GRADUATE

SALARY

Beginning base salary for Police Recruit is step A. Based on educational level the following is as follows:

<u>POLICE RECRUIT</u>	<u>"A" STEP</u>
Base Monthly Rate	\$6110

CAREER DEVELOPMENT PAY (If applicable)

ASSOCIATE'S **	\$305
BACHELOR'S**	\$464
MASTER'S**	\$625

Career development pay only applied for highest educational attainment.

Upon successful completion of the police academy with the City of Santa Ana OR for those who are hired as Police Officer Academy Graduates, the following base salary range applies:

<u>POLICE OFFICER</u>	<u>"A" STEP</u>	<u>"B" STEP</u>	<u>"C" STEP</u>	<u>"D" STEP</u>	<u>"E" STEP</u>
	6 MO. →	1 YR →	1 YR →	12 MO. + merit →	
Base Monthly Rate	\$7685	\$8069	\$8473	\$8897	\$9342

BILINGUAL PAY: Bilingual officers receive an additional \$477 (approximately 5% x step E) per month. (bilingual pay is added after academy completion date for those initially hired as Police Recruits)

CAREER DEVELOPMENT INCENTIVES

Police Officers are eligible for the following upon meeting the criteria below.

CDP Level 1 Proof of Associates in Arts Degree**
 = additional 5% (approx.) above base monthly salary step

CDP Level 2 Proof of Associate in Arts Degree and an additional 30 educational units toward a declared Bachelor's Degree**
 = an additional 5% above base monthly salary step (For a total of approximately 10% above base monthly salary step)

CDP Level Proof a Bachelor of Arts of Science Degree**
 = an additional 5% above base monthly salary step (For a total of approximately 15% above base monthly salary step)

****Note:** All college units and/or degrees must be obtained from a college or university that has been accredited by one of the six accreditation boards. Contact PD HR for more information.

COMPENSATION & BENEFITS

- ❑ **Health Insurance Plans:** City-Paid premiums of up to approx. \$1,575 per month for health insurance (administered by POA).
- ❑ **Retirement:** Safety employees hired after January 1, 2013, who are deemed to be new CALPERS members, will be enrolled in the **2.7% @ 57** CalPERS formula and will contribute at least **12.25%** of reportable compensation toward this benefit. Safety employees hired after January 1, 2013, who are deemed to be existing CALPERS members, and have not had a break in service of six months or more, will be enrolled in the **3% @ 50** CalPERS benefit formula and will pay **12%** of salary toward cost-sharing.
- ❑ **Vacation Pay:** 80 hours for each of the first two years; 120 hours thereafter. Additional vacation accrued after six years based on length of service.
- ❑ **Holiday Pay:** 96 hours per year **Sick Leave Pay:** 96 hours per year **Bereavement Leave:** up to 3 days
- ❑ **Longevity Pay:** Sworn employees will be paid 5% above his or her base monthly salary step for the completion of 15 years of sworn service through 19 years of sworn service and at the completion of 20 years of sworn service or more, sworn employees will be paid 5% above his or her base monthly step.
- ❑ **Shift Differential Pay:** Sworn employees who are continuously and regularly assigned to a schedule of work that requires that he or she actually work a minimum of four and one-half (4 ½) hours between the hours of 5:00 p.m. and 7:00 a.m. will be paid a shift differential at a rate set at 2.5% above his or her base monthly salary.
- ❑ **Special Assignment Pay:** various assignments offered, such as, Motors, K-9, Internal Affairs, Detective, Investigator, Corporal, and Field Training Officer. Pay for such assignments ranges from 2.5% to 5%/mo.
- ❑ **Overtime Pay:** time and one-half
- ❑ **Military Leave:** with approval & after one year of full-time service to the City, those ordered to report for active duty will receive full City salary for a max of 30 working days.
- ❑ **Life Insurance & AD&D coverage:** \$30,000 policy **Long Term Disability:** \$66 per month
- ❑ **Tuition Reimbursement:** up to \$1,500 per year

WE ALSO OFFER...

- ❑ 3/12.5 work schedule for patrol, 4/10 for special assignments
- ❑ Numerous special assignments. Some include: SWAT, Air Support, Background Investigations, Gang Investigations, Homicide Investigations, Internal Affairs, Mounted Patrol, and Narcotics Investigations (see SAPD website for complete listing)
- ❑ On-call court time is paid by the City
- ❑ In-house shooting ranges & driving simulators
- ❑ Uniforms and safety equipment are provided and replaced by the City as needed
- ❑ Free parking and a state-of-the-art Police Administration Building, which includes a great gym & cafeteria.
- ❑ Credit Union/Direct Deposit
- ❑ Ongoing Training