

EMPLOYMENT QUALIFICATIONS

LATERAL POLICE OFFICER APPLICANTS

A lateral police officer is an officer who has worked for a police department prior to coming to the City of Clayton, has completed a Basic Police Academy, has successfully completed 12 or more months of probation, and possesses at least a Basic P.O.S.T. Certificate. A lateral officer must also be at least 21 years of age, possess a high school diploma or GED, possess and maintain a valid California Driver License, have a satisfactory driving record, meet job-related medical, vision and physical performance standards, pass physical and psychological examinations, a drug test, a polygraph examination, and a background investigation.

DIRECT HIRE POLICE OFFICER APPLICANTS

A direct hire police officer is one who has successfully completed a POST certified Basic Academy, but has not worked elsewhere as a sworn officer. To qualify as a direct hire police officer, you must have a high school diploma or GED equivalent, be at least 21 years of age at the time of appointment, possess and maintain a valid California Driver License and satisfactory driving record, meet job-related medical, vision and physical performance standards, pass physical, psychological and polygraph examinations, and a drug test and background investigation.

A trainee participates in a comprehensive field training program within the department for a period of approximately 4 months. The City supplies all necessary equipment and uniforms when hired. Training progress and achievement are closely monitored during this training period. Upon successful completion of the field training program, officers are assigned solo to a shift and are appointed to the position of probationary police officer.

TESTING PROCESS

Applications: To begin the hiring process you must submit an application for police officer. Applications are available at the Clayton Police Department, on the second floor of City Hall. We accept applications on a continual basis. When a job opening becomes available, you will be notified in writing of the date and time of upcoming testing. You must contact the department designee to confirm that you are still interested in the position.

Written and Oral Board Exams: When you arrive for your oral exam, you will be asked to complete a short writing exercise which indicates your ability to comprehend written direction and allows us to analyze your basic writing skills. The oral board panel consists of several sworn and non-sworn police personnel who conduct the interview. You will be asked a series of questions about yourself, the department, and your qualifications for the job. The questions do not require any previous knowledge of police procedure and/or the law. You will also be asked questions about hypothetical situations to test your ability to make decisions and use sound judgment and common sense. After the oral board an eligibility list is established. Those selected from the eligibility list will continue in the process.



Polygraph Exam: A polygraph examination will be administered to all candidates.

Background: If you are selected from the eligibility list, you will be asked to complete and submit a background packet that consists of a series of questions regarding your background, including education, training, previous work history, life experiences, and personal traits. Upon completion of the background investigation and a review by the Chief of Police, those who clear the background investigation may be given a conditional offer of employment.

Psychological Evaluation: A psychological evaluation will be scheduled for those who successfully complete the background investigation. The psychological evaluation consists of written tests and an interview with a designated psychologist to determine your suitability for the position.

Medical Exam: A medical exam will be scheduled to assess your overall medical suitability for the position.

The Chief of Police maintains the final right of approval for any candidate at any stage of the hiring process.

BENEFIT SUMMARY

Salary Schedule

(Effective July 1, 2006; planned increases every 6 months thru July of 2008)

Step A	Step B	Step C	Step D	Step E
\$4213	\$4424	\$4645	\$4878	\$5121

Other Benefits: PERS 3%@55 retirement system, PERS medical, Delta Dental, long term disability and life insurance plans paid by City, \$600 annual uniform allowance, one day sick leave per month (cumulative), Education incentive plan for POST Intermediate and Advanced certificates, 11 paid holidays per year, 24 hours of personal leave, 10 days vacation per year, shift differential pay. Deferred Compensation plan available to all employees.

Work schedule:

Patrol officers work a 4-10 plan (four days in a row followed by three days off per week), or a modified, similar plan based on manpower. Overtime is available and compensated by either pay or comp time.

The Community: The City of Clayton is located at the northern base of Mt. Diablo, just east of the cities of Concord and Walnut Creek. Our population is approximately 11,000; our community is quiet and family oriented, with one elementary and one middle school which are in the Mt. Diablo Unified School District.

The City features access to the multi-trail system of Mt. Diablo State Park, an excellent school system, the renowned Oakhurst Country Club, and desirable housing. The City of Clayton enjoys having the lowest crime rate in Contra Costa County, and the third lowest crime rate in the state of California.

To obtain an application by mail call (925) 673-7350.

For further questions, contact Sgt. Shelly Crain at (925) 673-7364

The City of Clayton is an equal opportunity employer.



POLICE OFFICER CITY OF CLAYTON ACADEMY RECRUIT DIRECT-HIRE/LATERAL

The Clayton Police Department is currently accepting applications from qualified academy students, graduates and lateral officers. If you are seeking a challenging career, professional growth and the opportunity to work within a quality community, we encourage your application. Our recruiting process is dedicated to finding quality candidates to join our professional family.

We have a continuous recruitment for academy students, academy graduates and lateral officers. We offer a competitive salary and benefit package, an attractive 4-10 work schedule and continually seek professionalization through training and career development. We are a generalist police agency with a Chief of Police, three Sergeants and seven officers. Officers obtain excellent experience in conducting their own follow up investigations, as well as opportunities for motorcycle patrol, the FTO program, and other specialized assignments as needed.