

## MILL VALLEY POLICE DEPARTMENT

#### POLICE OFFICER

The City of Mill Valley is seeking qualified men and women who are presently peace officers or who have completed the P.O.S.T. police academy.

Police Officers perform general law enforcement, criminal investigations, crime prevention, patrol traffic, DUI enforcement and other public safety duties. Officers are rotated through long and short-term specialty assignments including motorcycle patrol, investigations, juvenile officer, and inter-agency SRT, allowing for variety of career development. Officers are assigned to rotational shifts of 3/12 and 4/12 work weeks, working nights, weekends and holidays. The Police Department is staffed with 21 sworn personnel, 2 Parking Enforcement Officers, a Community Service Officer, 3 civilian employees and a volunteer. Mill Valley Police Department enjoys broad community support.

## The Community



Mill Valley, the third largest city in Marin County, is located 6 miles north of San Francisco at the foot of Mount Tamalpais. The population is 14,500 with another 16,000 within its sphere of influence. The city is primarily residential with an active commercial element supporting local needs. The cost of housing is high and is a factor applicants should consider.

The mountain and panoramic views of San Francisco create an awe-inspiring backdrop for thousands of hikers and mountain bikers who visit Mill Valley each year. They enjoy miles of fire roads and hiking trails both within the City limits and on adjacent Water District lands. Tourists visit the historic downtown on weekends and holidays, enjoying the numerous small specialty shops and fine restaurants, which comprise the majority of the downtown business.

Salary & Benefits: \$5,900-7,905 per month. Lateral entry candidates may start at a level above entry level

based on experience and qualifications.

Vacation: 1-5 years=80 hours; 5-10 years=120 hours; 10-15 years=160; 15+years=200 hours.

**Holidays:** 14 paid holidays per year.

**Special Assignment:** 5% for Motorcycle, Investigations, FTO.

**Shift Differential:** 3% for night shift.

**Work Schedule:** 3/12-4/12 shift plan for patrol; 4/10 for investigations.

Sick Leave: 11 days per year.

**Overtime:** 1.5 times the regular pay rate.

**Health/Dental Insurance:** City pays full coverage of Kaiser Health Plan "B" for employees, spouse, and eligible dependents. Healthnet is also offered but employees must pick up costs above maximum Kaiser amount. City pays full cost of Delta Dental insurance for employees and eligible dependents.

**Retirement:** Retire benefits are provided under the California Public Employees Retirement System (CalPERS) 2.7% at 57 years contract. Lateral employees may qualify for an alternate CalPERS plan.

Educational: P.O.S.T. Intermediate Certificate or AA degree=\$100/month. P.O.S.T. Advanced Certificate or

BA degree=\$200/month.

**Uniforms:** City supplies safety equipment and uniforms plus a \$750/year cleaning allowance.



### **Minimum Qualifications**

The successful candidate shall possess superior writing and verbal skills. Candidate will be required to give instructions, explanations, conduct interviews to gather information and write detailed reports. Candidates must have appropriate skills to read, understand and interpret orders, bulletins, laws, codes and court decisions. Other requirements include the ability to exercise tact, self-restraint, compassion and judgment in a diversified community.

High School diploma or G.E.D., valid California driver's license, U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Must have completed a California P.O.S.T. Academy within the past 3 years (does not apply to currently employed California peace officers holding a Basic California P.O.S.T. certificate).

# **Selection Process**

You are encouraged to apply first by submitting a City of Mill Valley application found at: http://www.cityofmillvalley.org/index.aspx?page=163

You may attach a resume detailing your qualifications, training and experience, including photocopies of relevant certificates and transcripts. Your application, resume and additional documents can be mailed, faxed or emailed to:

Mill Valley Police Department Attn: Lieutenant Jacqueline Graf-Reis 1 Hamilton Drive Mill Valley, CA 94941 415-398-4148 (fax) www.millvalleypd.org

Applications will be screened for prerequisites. Eligible candidates will be scheduled for an oral interview before a board of ranking officers from Mill Valley. The Board will make recommendations to the Chief for hiring.

Candidates who complete the foregoing and are selected to continue must successfully pass an extensive background investigation, psychological evaluation and polygraph to be considered for employment. Applicants will be fingerprinted and must pass a City-paid medical examination.

Newly hired officers will be assigned to the Field Training program for 18 weeks of intensive practical training. Successful completion of the training program is required for continued employment with Mill Valley Police Department.

## **Equal Opportunity Employer**

It is the policy of the City of Mill Valley to assure equal opportunity to all persons regardless of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

If you need special assistance to participate in recruitment, contact Lt. Jacqueline Graf-Reis jgraf@cityofmillvalley.org. Notification in advance will enable the City to make reasonable arrangements to accommodate your needs.

J. Angel Bernal, Chief of Police Mill Valley Police Department 1 Hamilton Drive Mill Valley, CA 94941 415-389-4100 www.cityofmillvalley.org

