

“WORKING TOGETHER FOR A SAFE COMMUNITY”

We believe in the value of having our Police Department work in partnership with our community. We have placed the slogan shown above on all of our police vehicles to remind us of the necessity of working together for the common good of the community.

Working in an environment of cooperation with the schools, the churches, the service organizations, the other City departments and the City Manager and the City Council; we can provide a higher quality of life for all those living in the community of Cloverdale. This type of community connection brings us great job satisfaction. When you add in our great employees, current technology, and lots of training opportunities, you can see why we love to work here!

The Police Department consists of a Police Chief, three Sergeants, ten sworn officers and one School Resource Officer. Our department also includes Reserve Officers, a Community Service Officer, and non-sworn Dispatch Personnel, including one supervisor and six public safety dispatchers.

We recently upgraded our 911 Emergency Communications Center with state-of-the-art equipment.

We are currently in the planning stages of a new 16,000 square foot Police facility and will break ground in the near future.

Please come join us and be part of something worthwhile where you can make a difference, and be part of a community.

ABOUT THE CITY OF CLOVERDALE

Cloverdale is a general law city of approximately 8,738 in population within its boundaries, and a service population of 16,000. The city is located in the northern portion of Sonoma County, 80 miles north of San Francisco, along the Russian River on U.S. 101. It is within minutes of fishing, camping, golf, picnicking, hunting, swimming, and boating. Lake Sonoma is only a 10 minute drive from the city. Cloverdale has a City Manager/Council form of government with a five member council.

**THE CITY OF CLOVERDALE IS AN
EQUAL OPPORTUNITY EMPLOYER.
EVERYONE IS ENCOURAGED TO APPLY.**



City of Cloverdale
PO Box 217
Cloverdale, CA 95425

**THE CITY OF
CLOVERDALE
NOW ACCEPTING
APPLICATIONS
FOR
POLICE
DISPATCHER/
CLERK**



DESCRIPTION AND INFORMATION

JOB DESCRIPTION:

Under general supervision, the Dispatcher/Clerk receives and processes routine and emergency calls and alarms; dispatches police and public works field units as required; enters, retrieves, and uses data from various automated law enforcement information systems; coordinates with and transfers calls to other emergency service providers as appropriate; assists in the training of less experienced personnel; performs a variety of clerical and technical duties in support of the Department's operations; learns applicable policies, procedures, and work methods associated with assigned duties.

QUALIFICATIONS:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Dispatcher/Clerk. A typical way of obtaining the required qualifications is to possess two years of work experience involving public contact and record keeping, and a high school diploma or equivalent. Experience law enforcement dispatching and the operation of law enforcement radio equipment and CAD systems are highly desirable.

Possession of, or ability to obtain a valid Class C California driver's license. Must obtain a Dispatch Certificate from P.O.S.T. within one year of appointment.

ALL INFORMATION AND BENEFITS SHOWN REPRESENT CURRENT CONDITIONS. THEY ARE SUBJECT TO CHANGE. THERE IS NO GUARANTEE EXPRESSED OR IMPLIED.

EMPLOYEE BENEFITS:

- SALARY: \$4,298.69—\$5,225.10 monthly
- HOLIDAYS: 14 days per year (paid in lump sum last payday in Nov). An additional ten (10) hours to be taken as time off (floating holiday)
- VACATION: 130 hours/year— 0 to 24 months of service
150 hours/year— 25 to 60 months of service
180 hours/year— 61 to 120 months of service
210 hours/year— 121 to 180 months of service
330 hours/year— 180+ months of service
- SICK LEAVE: Ten (10) hours each month of employment; accumulation to maximum of 200 hours. City will buy back 35% of accrued (but unused) sick time up to 2000 hours upon resignation or retirement.
- WORK HOURS: The Department works a ten (10) hour work day for four (4) days, followed by three (3) days off.
- RETIREMENT: Employee pays their share of contributions toward PERS retirement plan (new members: 2% @ 62)
- INSURANCE: City pays 95% of employees and dependents share of REMIF medical premiums, and 100% dental, vision and life insurance premiums for city sponsored plan in amount of \$5,000 per employee. In addition, City maintains a term life insurance policy for employees in amount of one time the employee's annual base.
- LONGEVITY: Employees are eligible for longevity pay of 2% of base salary upon completion of 5 years of service, 4% of base salary upon completion of 11 years of service and 6% of base salary upon completion of 17 years of service.
- UNIFORM ALLOWANCE: Employees receive uniform allowance of \$1,025.00 per year payable annually.
- CERTIFICATE PAY: \$50.00/mo. Intermediate POST
\$100.00/mo. Advanced POST
- EDUCATION PAY: 1% for every 20 college units toward a job related degree up to a maximum of 6% for 120 units.
- BI-LINGUAL PAY: \$150.00/mo. to dispatchers who are proficient in the Spanish language.
- MISC. BENEFITS: \$50.00/mo. for Dispatchers holding a current Emergency Medical Technician (EMT) Certificate

SELECTION PROCESS

The selection process will consist of an application appraisal, a performance test and an oral interview. The most qualified candidates, as determined in the application appraisal process, will be invited to complete the remaining processes. Applicants who successfully complete the examination process will be placed on an eligibility list. Appointment to the position is contingent upon successfully passing a thorough background investigation, a psychological evaluation and a medical evaluation.

HOW TO APPLY

Obtain and submit an application by:

- Contacting a Cloverdale Police Dispatcher at 707-894-2150
- Visit the Cloverdale Police Department in person at 112 Broad Street, Cloverdale, CA 95425
- Access and print information from the City website at www.cloverdale.com/index.aspx?NID=218



CLOVERDALE

City of Cloverdale Police Department

112 Broad Street

Cloverdale, CA 95425

Phone: 707-894-2150

Fax: 707-894-5203