

## **“WORKING TOGETHER FOR A SAFE COMMUNITY”**

Working in partnership with our community we place high value in providing exceptional service while promoting Community Oriented Policing concepts.

The Cloverdale community is highly supportive of the police department and its personnel. We enjoy that small town atmosphere where the sense of "community" is felt by all. In addition, many close relationships continue to be forged with our business community, schools and service organizations. This type of community connection brings us a high level of job satisfaction. When you add in our great employees, up to date technology, and ongoing training opportunities, you can see why we love to work here.

Police Department staffing consists of the Police Chief, one Lieutenant, two Sergeants, ten Police Officers, one Police Records Technician, six Dispatchers, and one Community Service Officer. Current collateral assignments include a Canine Officer, UAV Operator, UTV Operator, and a School Resource Officer.

The City utilizes a personal vehicle program whereby each officer is assigned a vehicle. Officers who reside in the City are allowed to take the vehicle home.

If you are highly motivated with a strong commitment to provide friendly customer service we ask that you share your talents by joining us in our mission of engaging and protecting the community.

## **ABOUT THE CITY OF CLOVERDALE**

Nestled in the hills of Sonoma County, Cloverdale spans 2.7 miles and serves a population of approximately 8,800. 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 blends urban characteristics and rural landscapes making it an exceptional place to call home.

**THE CITY OF CLOVERDALE IS AN  
EQUAL OPPORTUNITY EMPLOYER.**

**QUALIFIED CANDIDATES ARE  
ENCOURAGED TO APPLY.**



City of Cloverdale  
PO Box 217 Cloverdale,  
CA 95425

**THE CITY OF  
CLOVERDALE  
NOW  
ACCEPTING  
APPLICATIONS  
FOR  
ENTRY LEVEL OR  
LATERAL POLICE  
OFFICER**



# DESCRIPTION AND INFORMATION



## JOB DUTIES:

Cloverdale Police Officers are considered generalists and their duties encompass all aspects of law enforcement from initial response to investigation and case closure. Community- Based policing activities are integrated into these traditional activities.

Typical duties include but are not limited to:

- Patrols an assigned area by car, bicycle, or on foot to observe, investigate, and report suspicious and hazardous conditions; and apprehends and arrests law violators
- Responds to routine and emergency calls for protection of persons and property, and for the enforcement of City ordinances and State laws.
- Investigates crimes, accidents, deaths, and disturbances and gathers evidence; interviews, questions, and takes statements from complainants, suspects, and witnesses; and completes case reports.

## QUALIFICATIONS:

- **ENTRY LEVEL:** Persons will be considered as entry level candidates who have successfully completed a California POST approved Basic Academy within the last three years, and if selected, will be appointed as a Police Officer at the first step in the salary schedule.
- **LATERAL ENTRY:** Possess or be eligible to possess a California POST Basic Certificate, issued by POST; currently or within the last twelve months, be employed for a minimum of one year as a California Peace Officer as defined by Penal Code Section 830.1. If selected, may be appointed at a higher step in salary schedule.
- **EDUCATION:** Graduation from high school, GED is acceptable. Desirable to have a minimum of 30 college credits.
- **AGE:** Be at least twenty-one years old at time of appointment.
- **WEIGHT:** Proportional to height.
- **VISUAL ACUITY:** Uncorrected vision of 20/100 or better in both eyes and must be corrected to 20/20. Normal color vision.
- **STRENGTH/AGILITY:** Possess sufficient strength and agility necessary to perform the duties of a Police Officer.
- **LICENSE:** Must have a valid Class 3 California Driver's License at time of appointment.

## EMPLOYEE BENEFITS:

- **SALARY:** \$6,127.75-\$7,448.32 monthly
- **HOLIDAYS:** 135 hours per year (paid in lump sum last pay-day 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— 181+ months of service
- **SICK LEAVE:** Ten (10) hours each month of employment; accumulation to maximum of 2,000 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.
- **RETIREMENT:** Employee pays their share of contributions toward PERS retirement plan (new members: 2.7%@57; classic members: 3%@50)
- **INSURANCE:** City pays 95% of employees and dependents share of 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 salary up to a maximum of \$50,000.00.
- **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 10 years of service, 6% of base salary upon completion of 15 years of service, 8% of base salary upon completion of 20 years of service.
- **UNIFORM ALLOWANCE:** Employees receive uniform allowance of \$1,500.00 per year payable annually.
- **CERTIFICATE PAY:** \$150.00/mo. Intermediate POST  
\$250.00/mo. Advanced POST
- **EDUCATION PAY:** 1% for every 20 college units up to a maximum of 6% for 120 units.
- **SPECIALTY PAY:** 5% for K9 handlers  
5% for FTO or Detective  
\$150 a month bilingual pay  
\$150 a year Wellness Incentive

## SELECTION PROCESS

The selection procedure will consist of two (2) parts:

**Part 1:** An oral appraisal interview to evaluate education, training, experience, and personal fitness for the position.

**Part 2:** Candidates successful through Part 1 of the examination and who are considered for appointment will proceed to the screening process which may consist of the following:

1. Police record check
2. DMV driving record review
3. Personal History statement
4. Behavioral Personnel Assessment Device
5. Psychological evaluation
6. Thorough background investigation
7. Polygraph
8. Comprehensive Medical exam
9. Chief's Interview and evaluation

## HOW TO APPLY

Obtain and submit an application by:

- Contacting Cloverdale Police Department 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 <https://www.cloverdale.net/218/Employment-Opportunities>



# CLOVERDALE

City of Cloverdale Police Department  
112 Broad Street  
Cloverdale, CA 95425  
Phone: 707-894-2150  
Fax: 707-894-5203

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