City of Los Altos
Police Officer Trainee

About Los Altos

Los Altos is a full service City with a budget of approximately $39 million and a full-time staff of 130 employees. The Civic Center complex houses the City Hall, Youth Center, Police Station, Library, History Museum and Community Center. Los Altos, California (population 29,431) blends a distinctive community-oriented character with the proximity and influence of the Bay Area's cultural, recreational and business attractions.

With its picturesque neighborhoods, downtown village and highly-rated schools, Los Altos is one of the premier residential communities on the San Francisco Peninsula and a very desirable place to live, work and raise a family. It is located 40 miles from San Francisco, just south of Palo Alto and minutes from the heart of Silicon Valley.

Police Organization

The Los Altos Police Department is a progressive organization consisting of 30 sworn officers and 16 non-sworn personnel dedicated to providing a high level of service to the community.

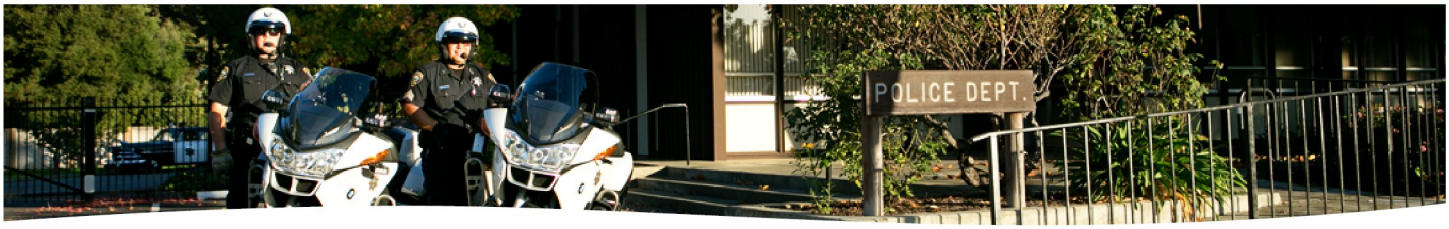
The department is committed to the concept of community-oriented policing and continually strives for excellence, taking pride in themselves, the community they serve and their dedication to making a positive contribution to the field of law enforcement.

Position

Los Altos Police Officers are responsible for providing general law enforcement and public service duties. In that capacity, officers serve in traffic, patrol and community-oriented policing assignments.

Specialty assignments include criminal investigations, narcotics, auto theft, School Resource Officer, motorcycle traffic enforcement, SWAT, hostage negotiations, tactical response and canine officer positions. Entry-level police officer new hires will be sent to a POST-approved academy.

All new officers who have graduated from a POST-approved academy or have POST certification will immediately enter the field-training program. The City of Los Altos will give preference to Lateral Police Officer applications.



Minimum Qualifications

- Must be at least 21 years of age
- Possess and maintain a valid California driver license
- High school graduate or equivalent
- U.S. Citizenship
- Successfully complete the California P.O.S.T. Entry-Level Law Enforcement Test Battery (PELLETB) with a "T-score" of 50 or higher.
- Successfully pass the California P.O.S.T. physical agility test known as the Work Sample Test Battery (WSTB) with a score of 320 or higher.
- Successfully complete the 1.5 mile run in 14 minutes or less.
- Provide verification of the following test results: PELLETB and WSTB. Verification must be on the agency letterhead where the test was administered and include the test results. The test must have been completed within 1 year of the application date.

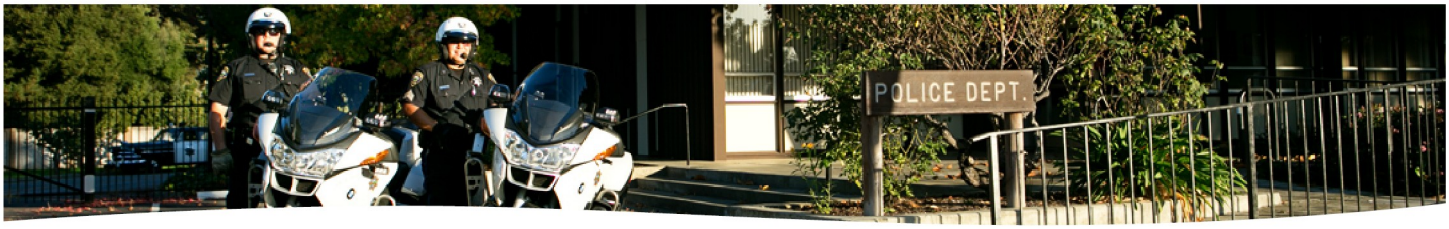
Salary and Benefits

$6,439 - $7,826 monthly

For new employees currently members of the California Public Employee Retirement System (CalPERS) or reciprocal city, the retirement formula is 3% @ 55. Employee pays 9% of salary for employee CalPERS retirement benefit.

For new CalPERS members, retirement benefits are pursuant to the California Public Employee's Retirement Reform Act of 2013 (PEPRA) Section 7522.10, employees hired on or after January 1, 2013 will have a retirement formula of 2.7% @ 57 and will pay up to 50% of the normal CalPERS retirement cost. Normal cost is determined yearly by CalPERS actuarial.

- Choice of HMO or PPO plans through CalPERS Health Benefits
- Dental Reimbursement Plan
- City-paid life insurance; additional life insurance purchase option
- Long Term Disability insurance purchase option
- Vacation starting at 10 days annually
- Sick leave allowance of 12 days annually
- 10 Annual Holidays
- 457 Deferred Compensation plans
- Flexible Spending Plan: dependent care and health care reimbursement
- Employee Assistance Program



Application Procedure

Applications, WSTB verification, and T-score must be received no later than 5:00pm, Friday, June 13, 2014. Applications may be obtained in the following ways:

- Apply online at www.calopps.org, Member City: Los Altos
- Visit the City of Los Altos website at www.losaltosca.gov/jobs to print the application form
- Call the City's 24-hour Job Hotline at (650) 947-2766
- Obtain in person by visiting Los Altos City Hall

Completion of P.O.S.T. Entry-Level Law Enforcement Test Battery (PELLETB) is required for all direct entry-level Police Officer applicants. The Examination can be taken through the South Bay Regional Public Safety Training Consortium. The City of Los Altos requires a T-score of 50. Go to www.theacademy.ca.gov for more information

Selection Process

All applications will be reviewed. Those most closely matching the desired qualifications and requirements will be invited to participate in oral interviews and other elements of the selection process. **Interviews are tentatively scheduled for the week of June 23, 2014**

Background Requirements

Finalists will be required to undergo a thorough background investigation and criminal/vehicle records check. Employment offers are contingent upon passing a pre-employment physical/drug screen and psychological examination. Past substance abuse and criminal activity may be grounds for disqualification but all candidates will be evaluated on a case-by-case basis.

Equal Opportunity Employer

The City of Los Altos is an equal opportunity employer and values diversity. If you are a qualified individual with a disability as defined by the ADA/FEHA and you need reasonable accommodation to participate in the interview process, you must notify the Human Resources Division at time of application. Pursuant to ADA/FEHA regulations, official documentation to support your request may be required.

City of Los Altos
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